APPENDIX H

Policies, Statutes, and Articles
Chapter UWS 6

COMPLAINTS AND GRIEVANCES

UWS 6.01 Complaints.
UWS 6.02 Grievances.

UWS 6.01 Complaints. The faculty of each institution, with the approval of the chancellor, shall establish rules and procedures to deal with allegations by the administration, students, academic staff members, other faculty members, university staff members, or members of the public concerning conduct by a faculty member which violates university rules or policies, or which adversely affects the faculty member's performance of his/her obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under ch. UWS 4. Such rules and procedures shall include, but not necessarily be limited to, the following:

(1) Review of and administrative action on the complaint by the chancellor. Administrative action may include dismissing the complaint, invoking an appropriate disciplinary action, or referring the complaint to the standing faculty committee created under sub. (2).

(2) Provision for a hearing before a standing faculty committee selected by the faculty of each institution in such manner as they shall determine. Such hearing shall be held at the request of the chancellor or, if the chancellor invokes a disciplinary action, at the request of the faculty member concerned.

(3) Guarantee of adequate due process to include, but not limited to, written notification of the complaint, fair and complete hearing procedures, written statement of findings, transmittal of findings to the faculty member involved and appropriate administrative officials within a reasonable period of time, and prohibition of further jeopardy for the same alleged misconduct after a final decision.

(4) Delineation of the powers of the faculty committee to make recommendations to the chancellor concerning disciplinary action, to recommend dismissal of the complaint, or to recommend referral of the complaint to the appropriate department or administrative officer.

(5) The decision by the chancellor on the recommendations of the committee, or on the complaint in the absence of committee recommendation, shall be final except that the board at its option might grant a review on the record.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; 2015 Wis. Act 330: am. (intro.) Register April 2016 No. 724, eff. 5-1-16.

UWS 6.02 Grievances. The faculty of each institution shall designate a committee or other appropriate faculty body to hear faculty grievances under rules and procedures established by the faculty of the institution in conjunction with the chancellor. The committee or faculty body shall have the power to conduct hearings and fact-finding related to the grievance and to recommend solutions to the grievance to the chancellor. If the committee or other body
makes recommendations to the chancellor, the chancellor shall act on the recommendations within 30 days. The decision by the chancellor on the recommendation of the committee, or on the grievance in the absence of committee recommendation, shall be final except that the board, upon petition of a grievant or the committee or other faculty body, may grant a review on the record.

**History:** Cr. Register, January, 1975, No. 229, eff. 2-1-75; am. Register, April, 1989, No. 400, eff. 5-1-89.

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**Chapter UWS 7**

**DISMISSAL OF FACULTY IN SPECIAL CASES**

UWS 7.01 Declaration of policy. University faculty members are responsible for advancing the university's missions of teaching, research and public service. The fulfillment of these missions requires public trust in the integrity of the institution and in all members of the university community. The university's effectiveness, credibility, and ability to maintain public trust are undermined by criminal activity that poses a substantial risk to the safety of others, that seriously impairs the university's ability to fulfill its missions, or that seriously impairs the faculty member's fitness or ability to fulfill his or her duties. Situations involving such serious criminal misconduct by faculty members must be addressed and resolved promptly to ensure that public trust is maintained and that the university is able to advance its missions. The Board of Regents therefore adopts the procedures in this chapter for identifying and responding to those instances in which a faculty member has engaged in serious criminal misconduct.

**History:** CR 06-078; cr. Register May 2007 No. 617, eff. 6-1-07; 2015 Wis. Act 330 s. 20: am. Register April 2016 No. 724, eff. 5-1-16.

UWS 7.015 Definitions.

1. “Clear and convincing evidence" means information that would persuade a reasonable person to have a firm belief that a proposition is more likely true than not true. It is a higher standard of proof than “preponderance of the evidence."

2. “Complainant" means any individual who is reported to have been subjected to sexual harassment, sexual assault, dating violence, domestic violence, or stalking as defined in s. UWS 4.015.

3. “Complaint" means an allegation against a faculty member reported to an appropriate university official.

4. “Consult" or “consulting" means thoroughly reviewing and discussing the relevant facts and discretionary issues.

5. “Preponderance of the evidence" means information that would persuade a reasonable person that a proposition is more probably true than not. It is a lower standard of proof than “clear and convincing evidence."
(6) “Serious criminal misconduct" is defined in s. UWS 7.02.

History: CR 15-061: cr. Register June 2016 No. 726, eff. 7-1-16; s. 35.17 correction in (2) Register June 2016 No. 726.

UWS 7.02 Serious criminal misconduct.

(1) In this chapter, “serious criminal misconduct" means:

(a) Pleading guilty or no contest to, or being convicted of a felony, in state or federal court, where one or more of the conditions in par. (b), (c), (d) or (e) are present, and the felony involves any of the following:

1. Causing serious physical injury to another person.
2. Creating a serious danger to the personal safety of another person.
4. Theft, fraud or embezzlement.
5. Criminal damage to property.
6. Stalking or harassment.

(b) A substantial risk to the safety of members of the university community or others is posed.

(c) The university's ability, or the ability of the faculty member's colleagues, to fulfill teaching, research or public service missions is seriously impaired.

(d) The faculty member's fitness or ability to fulfill the duties of his or her position is seriously impaired.

(e) The opportunity of students to learn, do research, or engage in public service is seriously impaired.

(2) Conduct, expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom, shall not constitute serious criminal misconduct.

(3) Except as otherwise expressly provided, a faculty member who has engaged in serious criminal misconduct shall be subject to the procedures set forth in ss. UWS 7.03 to 7.06.

(4) Any act required or permitted by ss. UWS 7.03 to 7.06 to be done by the chancellor may be delegated to the provost or another designee pursuant to institutional policies approved by the Board of Regents under s. UWS 2.02.

History: CR 06-078: cr. Register May 2007 No. 617, eff. 6-1-07; 2015 Wis. Act 330 s. 20: am. (4) Register April 2016 No. 724, eff. 5-1-16.

UWS 7.03 Dismissal for cause.

(1) Any faculty member having tenure may be dismissed only by the board and only for just cause and only after due notice and hearing. Any faculty member having a probationary appointment may be dismissed prior to the end of his or her term of appointment only by the board and only for just cause and only after due notice and hearing.

(2) Just cause for dismissal includes, but is not limited to, serious criminal misconduct, as defined in s. UWS 7.02.

History: CR 06-078: cr. Register May 2007 No. 617, eff. 6-1-07.

UWS 7.04 Reporting responsibility. Any faculty member who is charged with, pleads guilty or no contest to, or is convicted of a felony of a type listed in s. UWS 7.02 (1) (a), in state or federal court, shall immediately report that fact to the chancellor.

History: CR 06-078: cr. Register May 2007 No. 617, eff. 6-1-07.

UWS 7.05 Expedited process.

(1) Whenever the chancellor of an institution within the University of Wisconsin System
receives a report under s. UWS 7.04 or other credible information that a faculty member has pleaded guilty or no contest to, or has been convicted of a felony of a type listed in s. UWS 7.02 (1) (a), in state or federal court, the chancellor shall:

(a) Within 3 working days of receipt of the report or information, inform the faculty member of its receipt and, after consulting with appropriate institutional governance representatives, appoint an investigator to investigate the report or information and to advise the chancellor as to whether to proceed under this section or ch. UWS 4. In cases involving sexual assault, dating violence, domestic violence, or stalking, the complainant shall be notified by the chancellor of the receipt of the report or information at the same time as the faculty member.

(b) Upon appointing an investigator and notifying the faculty member, afford the faculty member 3 working days in which to request that the investigator be disqualified on grounds of lack of impartiality or other cause. In the event that the chancellor determines that a request for disqualification should be granted, the chancellor shall, within 2 working days of the determination, appoint a different investigator. The faculty member shall have the opportunity to request that any second or subsequent investigators be disqualified on grounds of lack of impartiality or other cause. In cases involving sexual assault, dating violence, domestic violence, or stalking, the complainant shall have the disqualification rights that are afforded to the faculty member in this subsection.

(2) The investigator shall complete and file a report with the chancellor not later than 10 working days following the investigator's appointment.

(3) Within 3 working days of receipt of the investigator's report, the chancellor shall consult with appropriate institutional governance representatives and decide whether to seek dismissal of the faculty member pursuant to this chapter, to seek dismissal of the faculty member pursuant to ch. UWS 4, to seek an alternative disciplinary sanction, or to discontinue the proceedings. The charges shall be served on the faculty member in the manner specified in s. UWS 4.02 (3).

(a) If the chancellor decides to seek dismissal of the faculty member pursuant to this chapter, the chancellor shall file charges within 2 working days of reaching the decision.

(b) If the chancellor decides to seek dismissal of the faculty member pursuant to ch. UWS 4, the chancellor shall file charges and proceed in accordance with the provisions of that chapter and implementing institutional policies. If, during the course of such proceedings under ch. UWS 4, the chancellor receives a report under s. UWS 7.04 or other credible information that the faculty member has pleaded guilty or no contest to or has been convicted of a felony of a type listed in s. UWS 7.02 (1) (a), and one or more of the conditions listed in s. UWS 7.02 (1) (b) through (e) are present, the chancellor may, at that point, elect to follow the procedures for dismissal pursuant to this chapter.

(c) If the chancellor decides to seek an alternative disciplinary sanction, the procedures under ch. UWS 6, and implementing institutional policies, shall be followed.

(4) If charges seeking dismissal are filed under sub. (3) (a), the faculty member shall be afforded a hearing before the institutional standing committee charged with hearing dismissal cases and making recommendations under s. UWS 4.03. The hearing shall provide the procedural guarantees enumerated under ss. UWS 4.05 to 4.06, except that the hearing shall be concluded, and written findings and a recommendation to the chancellor shall be prepared, within 15 working days of the filing of charges.

(5) If charges seeking dismissal are filed under sub. (3) (a), the faculty member shall be afforded a hearing before the institutional standing committee charged with hearing dismissal cases and making recommendations under s. UWS 4.03. The hearing shall provide the procedural guarantees enumerated under ss. UWS 4.05 to 4.06, except that the hearing shall be concluded, and written findings and a recommendation to the chancellor shall be prepared, within 15 working days of the filing of charges.

(a) Within 3 working days of receipt of the findings and recommendation of the committee under sub. (4), the chancellor shall prepare a written recommendation on the matter.

(b) If the recommendation is for dismissal, the chancellor shall transmit it to the board for review.

(c) Disciplinary action other than dismissal may be taken by the chancellor, whose decision
shall be final, unless the board at its option grants a review on the record at the request of the faculty member. The faculty member shall receive a copy of the chancellor's final decision. In cases involving sexual assault, dating violence, domestic violence, or stalking, the complainant shall receive a copy of the chancellor's final decision at the same time as the faculty member and shall have the same right to a review on the record as the faculty member.

(6) Upon receipt of the chancellor's recommendation, the full board shall review the record before the institutional hearing committee, and shall offer an opportunity for filing exceptions to the recommendation, and for oral argument. In cases involving sexual assault, dating violence, domestic violence, or stalking, the complainant shall have all the rights provided to the faculty member in this paragraph. The full board shall issue its decision on the matter within 15 working days of receipt of the chancellor's recommendation.
UWS 8.01 Declaration of policy. In view of the special relationship of the University of Wisconsin System to the state and to affirm as public policy within the system certain common standards to prevent conflicts of interest, the board hereby adopts the following code of ethics for unclassified staff pursuant to ss. 19.45 (11) (b) and 36.23, Stats.

(1) Every member of the unclassified staff at the time of appointment makes a personal commitment to professional honesty and integrity, to seek knowledge and to share that knowledge freely with others. Such a commitment is essential for the university to perform its proper function in our society and to ensure continued confidence of the people of this state in the University of Wisconsin System and its personnel. It is a violation of this commitment for unclassified staff members to seek financial gain for themselves, their immediate families or organizations with which they are associated through activities that conflict with the interests of the University of Wisconsin System.

(2) The Board of Regents, as a matter of policy, recognizes that:

(a) Members of the unclassified staff have personal and economic interests in the decisions and policies of national, state and local government.

(b) Members of the unclassified staff retain their rights as citizens to interests of a personal or economic nature.

(c) The code of ethics must distinguish between those minor and inconsequential conflicts which are unavoidable in a free society and those conflicts which are substantial and material.

(3) In adopting the standards of conduct set forth in this chapter, it is the board’s purpose to prohibit only those activities which will result in a conflict between the personal interests of an unclassified staff member and that staff member’s public responsibilities to the University of Wisconsin System. It is not the board's purpose to prohibit an unclassified staff member from freely pursuing those teaching, research, professional and public service activities which will not result in such a conflict, nor to prohibit a staff member from accepting any compensation, fees, honoraria or reimbursement of expenses which may be offered in connection therewith.
Note: Subsection (3) should be read in conjunction with new s. UWS 8.025 concerning outside activities. The approach reflects the view that the major inquiry in regard to the acceptability of outside activities is whether they may or do present conflicts with, or detract from performance of, university duties and responsibilities.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75; r. (1) (a) 1. and 2. and (b) 4., renam. (1), (1) (a) (intro.) and (1) (b) 1., 2. and 3. to be (intro.), (1) and (2) (a) to (c) and am., cr. (3), Register, January, 1986, No. 361, eff. 2-1-86; 2015 Wis. Act 330 s. 20: am. (intro.), (1), (2) (intro.), (3) Register April 2016 No. 724, eff. 5-1-16.

UWS 8.02 Definitions. In this chapter:

(1) “Academic staff” means professional and administrative personnel other than faculty with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration.

(2) “Anything of value” means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include:
   (a) Any salary, expenses or other compensation received by a member of the unclassified staff from the university for his or her services;
   (b) Any compensation, honoraria or expenses derived from outside activities permitted under this chapter;
   (c) Political contributions which are reported under ch. 11, Stats.; or
   (d) Hospitality extended for a purpose unrelated to university business.

(3) “Associated,” when used with reference to an organization, means that a person or a member of a person's immediate family is a director, officer or trustee or owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity.

(4) “Board” means the Board of Regents of the University of Wisconsin System.

(5) “Chancellor” means the chief executive officer of an institution.

(6) “Confidential university information” means information relating to university financial operations or personnel which is obtained from university records or in the course of official university business and which is not available to the general public upon request.

(7) “Contracting personnel” means those persons who are designated in writing by the chancellor of an institution or the president of the system to negotiate, review, approve, or sign contracts for the purchase of goods and services on behalf of an institution, the university system, or the board. The term does not include persons who do either or both of the following:
   (a) Contract only with outside agencies for research or for services to be performed by the university; or
   (b) Negotiate, review, approve or sign only employment contracts.

(8) “Faculty” means persons who hold the rank of professor, associate professor, assistant professor or instructor in an academic department or its functional equivalent in an institution.

(9) “Immediate family” means:
   (a) An unclassified staff member's spouse; and
   (b) Any person who receives, directly or indirectly, more than one half of his or her support from an unclassified staff member or from whom an unclassified staff member receives, directly or indirectly, more than one half of his or her support.

(10) “Institution” means any university or an organizational equivalent designated by the board.

(11) “Limited appointees” means persons holding special appointments to administrative positions designated in s. 36.17, Stats., and ch. UWS 15, and who serve at the pleasure of
the board or of the authorized official making the appointment.

(12) “Organization” means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic.

(13) “President” means the president of the University of Wisconsin System.

(14) “Secretary” means the secretary of the board.

(15) “Unclassified staff” or “staff members” means faculty, academic staff and limited appointees of the University of Wisconsin System who are not subject to subch. III of ch. 19, Stats.

(16) “Vice President” means system administration officials with the title “Vice President” or other administrative officers with similar duties.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75; r. (1) (f), (i) and (j), renum. (1) (intro.), (1) (a) to (e), (g), and (h) to be (intro.), (4), (14), (13), (16), (5), (8) and (1) and am. (intro.), (5), (8) and (16), cr. (2), (3), (6), (7), (9) to (12) and (15), Register, January, 1986, No. 361, eff. 2-1-86; 2015 Wis. Act 330 ss. 8, 20: am. (4), (5), (13), (15) Register April 2016 No. 724, eff. 5-1-16.

UWS 8.025 Outside activities and interests; reports.

(1) OUTSIDE ACTIVITIES. Members of the unclassified staff are free to engage in outside activities, whether or not such activities are remunerative or related to staff members' fields of academic interest or specialization. However, no member of the unclassified staff may engage in an outside activity if it conflicts with his or her public responsibilities to the University of Wisconsin System or the institution at which the unclassified staff member is employed.

(2) REPORTABLE OUTSIDE ACTIVITIES.

(a) The following outside activities must be reported to a staff member's dean, director or other appropriate administrator:

1. Associations with organizations, as defined in s. UWS 8.02 (3) and (12), related to staff members' fields of academic interest or specialization;

2. Private remunerative relationships between staff members and non-governmental sponsors of university research for which the staff member is a principal investigator; and

3. Remunerative outside activities in a staff member's field of academic interest or specialization, including but not limited to consulting, and whether the staff member earns for such activities $5,000 or more in a year from a single source.

(b) Each unclassified staff member engaging in outside activities reportable under this section shall annually, on or before April 30, file a report of outside activities with his or her dean, director or other appropriate administrator.

(c) If, during the year, significant changes in a staff member's reportable outside activities occur, the staff member shall immediately inform, in writing, his or her dean, director or other appropriate administrator. This information shall be placed on file with the staff member's annual statement of outside interests.

(3) INSTITUTIONAL POLICIES. The unclassified staff members of each institution, with the approval of the chancellor, shall develop policies and procedures which shall, at a minimum, provide:

(a) Standards concerning the use of university facilities and personnel in connection with outside activities;

(b) Standards concerning absence from regular duties for the purpose of engaging in outside activities;
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Chapter UWS 14

STUDENT ACADEMIC DISCIPLINARY PROCEDURES

UWS 14.01 Statement of principles.
UWS 14.02 Definitions.
UWS 14.03 Academic misconduct subject to disciplinary action.
UWS 14.04 Disciplinary sanctions.
UWS 14.05 Disciplinary sanction imposed at the discretion of the instructor.
UWS 14.06 Disciplinary sanction imposed following a report of academic misconduct by the instructor.
UWS 14.07 Disciplinary sanction imposed following a report of academic misconduct by the investigating officer.
UWS 14.08 Hearing.
UWS 14.09 Appeal to the chancellor.
UWS 14.10 Discretionary appeal to the Board of Regents.
UWS 14.11 Settlement.
UWS 14.12 Effect of discipline within the university system.
UWS 14.13 Right to petition for readmission.
UWS 14.14 Investigating officer.
UWS 14.15 Academic misconduct hearing committee: institutional option.
UWS 14.16 Notice to students.
UWS 14.17 Notice to instructors.
UWS 14.18 Consistent institutional policies.

Note: See ch. UWS 17 for rules on student nonacademic disciplinary procedures.

UWS 14.01 Statement of principles. The Board of Regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89; 2015 Wis. Act 330 s. 20: am. Register April 2016 No. 724, eff. 5-1-16.

UWS 14.02 Definitions. In this chapter:

(1) “Academic misconduct” means an act described in s. UWS 14.03.
UWS 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:
   (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
   (b) Uses unauthorized materials or fabricated data in any academic exercise;
   (c) Forges or falsifies academic documents or records;
   (d) Intentionally impedes or damages the academic work of others;
   (e) Engages in conduct aimed at making false representation of a student's academic performance; or
   (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory

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(2) “Academic misconduct hearing committee" means the committee or hearing examiner appointed pursuant to s. UWS 14.15 to conduct hearings under s. UWS 14.08.

(3) “Chancellor" means the chancellor or designee.

(4) “Days" means calendar days.

(5) “Disciplinary file" means the record maintained by the student affairs officer responsible for student discipline.

(6) “Disciplinary probation" means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct for a specified period of time, not to exceed 2 semesters.

(7) “Disciplinary sanction" means any action listed in s. UWS 14.04 taken in response to student academic misconduct.

(8) “Expulsion" means termination of student status with resultant loss of all student rights and privileges.

(9) “Hearing examiner" means an individual appointed by the chancellor in accordance with s. UWS 14.15 for the purpose of conducting a hearing under s. UWS 14.08.

(10) “Institution" means any university or college, or organizational equivalent designated by the board.

(11) “Instructor" means the faculty member or instructional academic staff member who has responsibility for the overall conduct of a course and ultimate responsibility for the assignment of the grade for the course.

(12) “Investigating officer" means an individual, or his or her designee, appointed by the chancellor of each institution to carry out certain responsibilities in the course of investigations of academic misconduct under this chapter.

(13) “Student" means any person who is registered for study in an institution for the academic period in which the misconduct occurred.

(14) “Student affairs officer" means the dean of students or student affairs officer designated by the chancellor to carry out duties described in this chapter.

(15) “Suspension" means a loss of student status for a specified length of time, not to exceed 2 years, with resultant loss of all student rights and privileges.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89; 2015 Wis. Act 330: am. (10) Register April 2016 No. 724, eff. 5-1-16.
experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

**History:** Cr. Register, February, 1989, No. 398, eff. 3-1-89.

**UWS 14.04 Disciplinary sanctions.**

(1) The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of s. UWS 14.05, 14.06 or 14.07:

(a) An oral reprimand;

(b) A written reprimand presented only to the student;

(c) An assignment to repeat the work, to be graded on its merits;

(d) A lower or failing grade on the particular assignment or test;

(e) A lower grade in the course;
Chapter UWS 17

STUDENT NONACADEMIC DISCIPLINARY PROCEDURES

UWS 17.01 Policy statement. The missions of the University of Wisconsin System and its individual institutions can be realized only if the university's teaching, learning, research and service activities occur in living and learning environments that are safe and free from violence, harassment, fraud, theft, disruption and intimidation. In promoting such environments, the university has a responsibility to address student nonacademic misconduct; this responsibility is separate from and independent of any civil or criminal action resulting from a student's conduct. This chapter defines nonacademic misconduct, provides university procedures for effectively addressing misconduct, and offers educational responses to misconduct. The University of Wisconsin System is committed to respecting students' constitutional rights. Nothing in this chapter is intended to restrict students' constitutional rights, including rights of freedom of speech or to peaceably assemble with others.

History: CR 08-099: cr. Register August 2009 No. 644, eff. 9-1-09.
UWS 17.02 Definitions. In this chapter:

(1) “Chief administrative officer” means the chancellor of an institution or dean of a campus or their designees.

(2) “Clear and convincing evidence” means information that would persuade a reasonable person to have a firm belief that a proposition is more likely true than not true. It is a higher standard of proof than “preponderance of the evidence.”

(2m) “Complainant” means any individual who is reported to have been subjected to sexual harassment, sexual assault, dating violence, domestic violence, or stalking, as defined in s. UWS 17.09.

(3) “Days” means calendar days.

(4) “Delivered” means sent by electronic means to the student’s official university email address and, in addition, provided by any of the following methods:

(a) Given personally.

(b) Placed in the student’s official university mailbox.

(c) Mailed by regular first class United States mail to the student’s current address as maintained by the institution.

(5) “Disciplinary file” means the record maintained by the student affairs officer responsible for student discipline.

(6) “Disciplinary probation” means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct or other requirements or restrictions on privileges, for a specified period of time, not to exceed two years.

(7) “Disciplinary sanction” means any action listed in s. UWS 17.10 (1) taken in response to student nonacademic misconduct.

(8) “Expulsion” means termination of student status with resultant loss of all student rights and privileges.

(9) “Hearing examiner” means an individual, other than the investigating officer, appointed by the chief administrative officer in accordance with s. UWS 17.06 (2) for the purpose of conducting a hearing under s. UWS 17.12.

(10) “Institution” means any university, or an organizational equivalent designated by the board, and the University of Wisconsin colleges.

(11) “Investigating officer” means an individual, or his or her designee, appointed by the chief administrative officer of each institution, to conduct investigations of nonacademic misconduct under this chapter.

(12) “Nonacademic misconduct hearing committee” or “committee” means the committee appointed pursuant to s. UWS 17.07 to conduct hearings under s. UWS 17.12.

(13) “Preponderance of the evidence” means information that would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than “clear and convincing evidence” and is the minimum standard for a finding of responsibility under this chapter.

(13m) “Respondent” means any student who is accused of violating any provision of this chapter, and was registered for study in an institution for the academic period, or between academic periods for continuing students, when the misconduct occurred.

(14) “Student” means any person who is registered for study in an institution for the academic period in which the misconduct occurred, or between academic periods, for continuing students.

(15) “Student affairs officer” means the dean of students or student affairs officer designated by the chief administrative officer to coordinate disciplinary hearings and carry out duties described in this chapter.
(16) “Suspension” means a loss of student status for a specified length of time, not to exceed two years, with resultant loss of all student rights and privileges.

(17) “University lands” means all real property owned by, leased by, or otherwise subject to the control of the Board of Regents of the University of Wisconsin System.

History: CR 08-099: cr. Register August 2009 No. 644, eff. 9-1-09; 2015 Wis. Act 330 s. 20: am. (17)
Register April 2016 No. 724, eff. 5-1-16; CR 15-060: cr. (2m), (13m) Register June 2016 No. 726, eff. 7-1-16; correction in (2m), (13m) under 13.92 (4) (b) 7., Stats., Register June 2016 No. 726.

UWS 17.03 Consistent institutional policies. Each institution is authorized to adopt policies consistent with this chapter. A copy of such policies shall be filed with the Board of Regents and the University of Wisconsin System office of academic affairs.

History: CR 08-099: cr. Register August 2009 No. 644, eff. 9-1-09; 2015 Wis. Act 330 s. 20: am. Register April 2016 No. 724, eff. 5-1-16.

UWS 17.04 Notice to students. Each institution shall publish ch. UWS 17 on its website and shall make ch. UWS 17 and any institutional policies implementing ch. UWS 17 freely available to students through the website or other means.

History: CR 08-099: cr. Register August 2009 No. 644, eff. 9-1-09.

UWS 17.05 Designation of investigating officer. The chief administrative officer of each institution shall designate an investigating officer or officers for allegations of student nonacademic misconduct. The investigating officer shall investigate student nonacademic misconduct and initiate procedures for nonacademic misconduct under s. UWS 17.11. For allegations involving sexual assault, domestic violence, dating violence, stalking, or sexual harassment, the chief administrative officer shall involve the Title IX Coordinator, or designee, in accordance with applicable institutional policies.

History: CR 08-099: cr. Register August 2009 No. 644, eff. 9-1-09; CR 15-060: am. Register June 2016 No. 726, eff. 7-1-16.

UWS 17.06 Nonacademic misconduct hearing examiner.

(1) The chief administrative officer of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the designation of a student nonacademic misconduct hearing examiner to fulfill the responsibilities of the nonacademic misconduct hearing examiner in this chapter.
Chapter UWS 18

CONDUCT ON UNIVERSITY LANDS

UWS 18.01 Jurisdiction. These rules shall regulate conduct on all lands subject to the control of the Board of Regents of the University of Wisconsin System.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; 2015 Wis. Act 330 s. 20: am. Register April 2016 No. 724, eff. 5-1-16.

UWS 18.02 Definitions. For purposes of this chapter:

1. “Board of regents" or “board" means the Board of Regents of the University of Wisconsin System.
2. “Building" means any structure, including stadia, on university lands.
3. The “chief administrative officer" means the chancellor of an institution or dean of a campus or their designees.
4. “Discharge pollutants into storm sewers" means placing pollutants or water containing pollutants into any storm sewer on or serving university lands.
5. “Discharge pollutants to storm water" means placing pollutants onto university lands so that they are carried by storm water to waters of the state.
6. “Pollutants" has the meaning described in s. 283.01 (13), Stats.
7. “University lands" means all real property owned by, leased by, or otherwise subject to the control of the Board of Regents.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; cr. (5) to (7), Register, September, 1996, No. 489,
UWS 18.03  Law enforcement.

(1) The board may designate peace officers who are authorized to enforce these rules and regulations and to police all lands under the control of the board. These officers shall have all the powers provided in s. 36.11 (2), Stats., except where such powers are specifically limited or modified by the board. These officers may accept concurrent appointments as deputy sheriffs.

(2) Uniformed peace officers shall be identified by an appropriate shield or badge bearing the word “Police” and a number or name plate, which shall be conspicuously worn when enforcing this chapter. Peace officers assigned to non-uniformed duties shall identify themselves with an appropriate badge or police identification card when enforcing this chapter.

(3) Parking attendants are authorized to enforce the parking regulations in s. UWS 18.05.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (2), Register, November, 1991, No. 431, eff. 12-1-91; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431.

UWS 18.04  Traffic rules.

(1) No person may operate any motor vehicle (self-propelled vehicle) on any roadway under the control of the board without a valid and current operator's license issued under ch. 343, Stats., except a person exempt under the provisions of s. 343.05, Stats.

(2) No person may operate any motor vehicle on any roadway under the control of the regents unless the same has been properly registered as provided by ch. 341, Stats., unless exempt under the provisions of s. 341.05, Stats.

(3) All provisions of ch. 346, Stats., entitled “Rules of the Road," which are applicable to highways as defined in s. 340.01 (22), Stats., and which are not in conflict with any specific provisions of these regulations, are hereby adopted for the regulation of all vehicular traffic, including bicycles, on all roadways, including those off-street areas designated as parking facilities, under the control of the board and are intended to apply with the same force and effect. All traffic shall obey the posted signs approved by the chief administrative officer regulating such traffic.

(4) All provisions of ch. 347, Stats., entitled “Equipment of Vehicles" which are applicable to highways as defined in s. 340.01 (22), Stats., are hereby adopted for the regulation of all vehicular traffic on the roadways under the control of the board and are intended to apply with the same force and effect, except those provisions of ch. 347, Stats., which conflict with specific provisions of these regulations.

(5) The chief administrative officer may require the registration of all student, faculty, or staff motor vehicles or bicycles on university lands under said officer's jurisdiction and may limit or prohibit their use in designated areas during designated hours. Any person who violates institutional regulations promulgated under this subsection may be fined up to $25.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431; CR 08-099: am. (5) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.05  Parking rules.

(1) Parking is prohibited at all times on roads, drives and fire lanes traversing university lands, except that the chief administrative officer is authorized to establish parking areas, parking limits, and methods of parking on the lands under said officer's jurisdiction, and may designate parking areas for specific groups at specific times, providing such areas are properly posted as parking areas. Parking in university parking facilities may be restricted
or prohibited as required for reasons of maintenance and snow removal.

(2) Except as provided in sub. (3), parking in university parking areas shall be prohibited during posted times to persons other than those specifically assigned to those areas. Motor vehicles so assigned to any parking areas shall be identified by a valid parking permit affixed to the vehicle in a manner prescribed by the chief administrative officer.

(3)

(a) In order to provide parking in university parking facilities for patrons of public university events, motor vehicles may be permitted to park in facilities designated for this purpose by the chief administrative officer. Public events parking shall be for a limited time only, not exceeding 12 hours continuously, and appropriate fees may be established. Otherwise valid permits are voidable during this period.

(b) The chief administrative officer may establish visitor parking lots and set appropriate fees for parking in those lots.

(c) Unrestricted and unassigned parking areas for students, faculty, staff and visitors may be established by the chief administrative officer.

(4)

(a) Parking shall be prohibited at all times in areas which must be kept clear for the passage of fire apparatus. These areas shall be designated by standard signs reading “Fire Zone, No Parking at Any Time, Day or Night” or “Fire Lane, No Parking at Any Time, Day or Night.”

(b) Parking is prohibited at all times in areas which must be kept clear for vehicles to load and unload. These areas shall be designated by appropriate signs.

(5) Motor vehicles parked in a restricted parking area without a valid permit or motor vehicles parked in a fire zone, fire lane, loading zone, or no parking zone, and unlicensed or partially dismantled motor vehicles may, at the owner’s expense, be towed from the restricted parking areas and stored. Towed vehicles, if not claimed after notice to the owner, shall be considered abandoned and shall be disposed of as provided in s. 20.909 (1), Stats.

(6) Any person who violates any of the provisions of this section may be fined up to $200. Each institution shall establish a schedule of fines, which may include penalties for late payment.

UWS 18.06 Protection of resources.

(1) Prohibited acts; land. No person may remove any shrubs, vegetation, wood, timber, rocks, stone, earth, signs, fences, or other materials from university lands, unless authorized by the chief administrative officer.

(2) Prohibited acts; wildlife. No person may remove, destroy, or molest any bird, animal or fish life within the boundaries of university lands except as authorized by the chief administrative officer or except when this provision conflicts with a special order of the department of natural resources.

(3) Prohibited dumping; prohibited discharges to storm water.

(a) No person may dump or deposit any garbage, waste, hazardous material, rubbish, brush, earth or other debris or fill into any university dumpster or garbage receptacle or on any university lands unless authorized by the chief administrative officer.

(b) No person may discharge pollutants to storm water or storm sewers on or serving university lands, except where authorized by the chief administrative officer and in conformance with state law.

Note: Nothing in these rules precludes campus law enforcement officers from pursuing informal educational resolutions in lieu of prosecuting a citation in appropriate circumstances.
UWS 18.07  Use of campus facilities.

(1) Access to roofs, service tunnels, and maintenance facilities prohibited. No person may climb into, out of, or onto any university building, service tunnels or maintenance facilities, or walk or climb upon any university building or roof, except when emergency access to a fire escape is necessary, for required maintenance, or when authorized by the chief administrative officer.

(2) Closing hours.

(a) Except as specifically provided in this code, the chief administrative officer may establish closing hours and closed periods for university lands, buildings, or portions thereof. These closing hours and closed periods shall be posted in at least one conspicuous place adjacent to or at the periphery of the area to be closed or, in the case of buildings, on the building.

(b) No person, unless authorized to be present during closed periods, may enter or remain within the designated university lands, buildings, or portions thereof during a closed period established under this section.

(c) For the purpose of par. (b), “person authorized to be present” means a person authorized to be present by an order issued pursuant to par. (a) or s. 36.35 (2), Stats.

(d) No person, except those authorized to be present after the posted closing hour, may enter or remain in any university arboretum or picnic area unless traversing those areas or on park roads at the times the roads are open to the public.

(3) Limited entrance. The chief administrative officer may, by posting appropriate signs, limit or prohibit entrance to university lands, or portions thereof, in order to maintain or preserve an instruction or research area.

(4) Picnicking and camping. No person may picnic or camp on university lands, except in those areas specifically designated as picnic or camping grounds, or as authorized by the chief administrative officer. No person may violate any rules and regulations for picnicking or camping established and posted by the chief administrative officer. For purposes of this subsection, camping shall include the pitching of tents or the overnight use of sleeping bags, blankets, makeshift shelters, motor homes, campers or camp trailers.

(5) Prohibitions on blocking entrances. No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building.

(6) Restricted use of student centers or unions. No person, except members of the student center or union, university faculty and staff, invited guests, and university-sponsored conference groups, may use student center or union buildings and grounds except on occasions when, and in those areas where, the buildings or grounds are open to the general public.

(7) Structures. No person may place or erect any facility or structure upon university lands unless authorized by the chief administrative officer.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (13), cr. (16m), Register, December, 1986, No. 372, eff. 12-1-86; reprinted to restore dropped copy in (13), Register, September, 1996, No. 489, eff. 10-1-96; correction in (7) (c) made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1996, No. 489; am. (1), (2), (3), (6), cr. (title) Register August 2009 No. 644, eff. 9-1-09; correction to (title) made under s. 13.92 (4) (b) 2., Stats., Register August 2009 No. 644.
UWS 18.08  Personal conduct prohibitions.

(1) ANIMALS.

(a) The presence of dogs, cats, and other pets is prohibited in all university buildings and in arboretums at all times except as authorized by the chief administrative officer. The chief administrative officer may also prohibit the presence of dogs, cats, and other pets on other designated university lands.
CHAPTER 20

APPROPRIATIONS AND BUDGET MANAGEMENT

SUBCHAPTER I
APPROPRIATION RATIONALE AND AMOUNTS
20.001 Definitions and abbreviations.
20.002 General appropriation provisions.
20.003 Appropriation acts and bills.
20.004 Revising schedule and summaries.
20.005 State budget.

SUBCHAPTER II
COMMERCE
20.115 Agriculture, trade and consumer protection, department of.
20.144 Financial institutions, department of.
20.145 Insurance, office of the commissioner of.
20.155 Public service commission.
20.165 Safety and professional services, department of.
20.190 State fair park board.
20.192 Wisconsin Economic Development Corporation.

SUBCHAPTER III
EDUCATION
20.220 Wisconsin Artistic Endowment Foundation.
20.225 Educational communications board.
20.235 Higher educational aids board.
20.245 Historical society.
20.250 Medical College of Wisconsin.
20.255 Public instruction, department of.
20.285 University of Wisconsin System.
20.292 Technical college system board.

SUBCHAPTER IV
ENVIRONMENTAL RESOURCES
20.320 Environmental improvement program.
20.360 Lower Wisconsin state riverway board.
20.370 Natural resources, department of.
20.373 Fox River Navigational System Authority.
20.375 Lower Fox River Remediation Authority.
20.380 Tourism, department of.
20.385 Kickapoo reserve management board.
20.395 Transportation, department of.

SUBCHAPTER V
HUMAN RELATIONS AND RESOURCES
20.410 Corrections, department of.
20.425 Employment relations commission.
20.427 Labor and industry review commission.
20.432 Board on aging and long-term care.
20.433 Child abuse and neglect prevention board.
20.435 Health services, department of.
20.437 Children and families, department of.
20.438 Board for people with developmental disabilities.
20.440 Health and Educational Facilities Authority.
20.445 Workforce development, department of.
20.455 Justice, department of.
20.465 Military affairs, department of.
20.475 District attorneys.
20.485 Veterans affairs, department of.
20.490 Wisconsin Housing and Economic Development Authority.

**SUBCHAPTER VI**
**GENERAL EXECUTIVE FUNCTIONS**

20.505 Administration, department of.
20.507 Board of commissioners of public lands.
20.510 Elections commission.
20.515 Employee trust funds, department of.
20.521 Ethics commission.
20.525 Office of the governor.
20.536 Investment board.
20.540 Office of the lieutenant governor.
20.550 Public defender board.
20.566 Revenue, department of.
20.575 Secretary of state.
20.585 Treasurer, state.

**SUBCHAPTER VII**
**JUDICIAL**

20.625 Circuit courts.
20.660 Court of appeals.
20.665 Judicial commission.
20.670 Judicial council.
20.680 Supreme court.

**SUBCHAPTER VIII**
**LEGISLATIVE**

20.765 Legislature.

**SUBCHAPTER IX**
**GENERAL APPROPRIATIONS**

20.835 Shared revenue and tax relief.
20.855 Miscellaneous appropriations.
20.865 Program supplements.
20.866 Public debt.
20.867 Building commission.
20.875 Budget stabilization fund.

**SUBCHAPTER X**
**GENERAL ADMINISTRATIVE PROVISIONS**

20.901 Departmental cooperation.
SUBCHAPTER I

APPROPRIATION RATIONALE AND AMOUNTS

20.001 Definitions and abbreviations. In this chapter terms and abbreviations have the following meanings:

(1) State agency. “State agency” means any office, department or independent agency in the executive branch of Wisconsin state government, the legislature and the courts.

(2) Revenue types.

(a) General purpose revenues. “General purpose revenues” consist of general taxes, miscellaneous receipts and revenues collected by state agencies which are paid into a specific fund, lose their identity, and are then available for appropriation by the legislature. In this chapter, “general purpose revenues” refers to general purpose revenues in the general fund. General purpose revenues are identified by the abbreviation “GPR” in s. 20.005. They shall be deposited pursuant to s. 20.906.

(b) Program revenues. “Program revenues” consist of revenues which are paid into the general fund and are credited by law to an appropriation to finance a specified program or state agency. In this chapter, “program revenues” refers to program revenues in the
general fund. Program revenues are identified by the abbreviation “PR” in s. 20.005. For any program revenue appropriation which is limited to the amounts in the schedule, no expenditures may be made exceeding the amounts in the schedule, except as provided in ss. 13.101 and 16.515, regardless of the amounts credited to that appropriation account. They shall be deposited pursuant to s. 20.906. Notwithstanding any other provision of this chapter, program revenues shall be used to reimburse the general fund for payments transferred under the appropriations made in s. 20.865 for the purposes of program revenue appropriations.

(c) Program revenues — service. “Program revenues — service”, indicated by the abbreviation “PR-S” in s. 20.005, consist of appropriated moneys in the general fund derived from any revenue source that are transferred between or within state agencies or miscellaneous appropriations. These moneys are shown as expenditures in the appropriation of the state agency or program from which the moneys are transferred and are also shown as program revenue in the appropriation of the agency or program to which the moneys are transferred. For any program revenue — service appropriation which is limited to the amounts in the schedule, no expenditure may be made exceeding the amounts in the schedule, except as provided in ss. 13.101 and 16.515, regardless of the amounts credited to the account from which the appropriation is made.

(d) Segregated fund revenues. “Segregated fund revenues”, indicated by the abbreviation “SEG” in s. 20.005 consist of revenues which, by law, are deposited into funds other than the general fund and are available for the purposes for which such funds are created. They shall be deposited pursuant to s. 20.906. Notwithstanding any other provision of this chapter segregated revenues shall be used to reimburse the appropriate funds for payments transferred under the appropriations made in s. 20.865 for the purposes of segregated revenue appropriations.

(da) Segregated fund revenues — service. “Segregated fund revenues — service”, indicated by the abbreviation “SEG-S” in s. 20.005, consist of appropriated moneys in a segregated fund derived from any revenue source that are transferred between or within state agencies or miscellaneous appropriations. These moneys are shown as expenditures in the appropriation of the state agency or program from which the moneys are transferred and also shown as segregated fund revenue in the appropriation of the agency or program to which the moneys are transferred.

(dm) Segregated fund revenues — local. “Segregated fund revenues — local”, indicated by the abbreviation “SEG-L” in s. 20.005, consist of revenues which are received from a local unit of government or other source for transportation purposes and are deposited in the transportation fund under s. 25.40 (1) (e).

(e) Federal revenues. “Federal revenues” consist of moneys received from the federal government, except that under s. 20.437 (2) (md) “federal revenues" also include moneys treated as refunds of expenditures, and under s. 20.437 (2) (me) “federal revenues' consist only of moneys treated as received from the federal government. Federal revenues may be deposited as program revenues in the general fund or as segregated revenues in a segregated fund. In either case they are indicated in s. 20.005 by the addition of “-F” after the abbreviation assigned under pars. (b) and (d).

(f) Bond revenues. “Bond revenues”, indicated by the abbreviation “BR" in s. 20.005, consist of all moneys resulting from the contracting of public debt or revenue obligations in accordance with ch. 18.

(3) Appropriation types. The following types of appropriations may be made from any of the revenue types listed above. When an appropriation varies from these basic types, it is identified as the type which most nearly fits that appropriation and the variation is specifically stated in ss. 20.115 to 20.875.

(a) Annual appropriations. Annual appropriations, indicated by the abbreviation “A" in s. 20.005, are appropriations which are expendable only up to the amount shown in the schedule and only for the fiscal year for which made. At the end of the fiscal year the
unencumbered balances shall revert to the fund from which appropriated unless the appropriation is a program revenue or program revenue — service appropriation and indicates the moneys are to be credited to the account for that appropriation, in which case all unencumbered balances shall be retained in that appropriation account. In ss. 20.115 to 20.875, all appropriations are annual unless otherwise indicated and the introductory phrase “annually” is used only when necessary to avoid confusion with other appropriation types.

(b) Biennial appropriations. Biennial appropriations, indicated by the abbreviation “B” in s. 20.005, are appropriations which are expendable only for the biennium for which made. Dollar amounts shown in the schedule under s. 20.005 represent the most reliable estimates of the amounts which will be expended in each fiscal year, the total for both years being the biennial appropriation. For accounting purposes and for the administration of s. 20.002 (1), the appropriation for the first year of a biennium shall be the sum of the expenditures for such year plus the outstanding encumbrances at the close of such year; the unencumbered balance at the close of the first year shall constitute the appropriation for the 2nd year of the biennium. At the end of the biennium the unencumbered balances shall revert to the fund from which appropriated unless the appropriation is a program revenue or program revenue — service appropriation and indicates the moneys are to be credited to the account for that appropriation, in which case all unencumbered balances shall be retained in that appropriation account. Biennial appropriations are indicated in ss. 20.115 to 20.875 by the introductory phrase “biennially”.

(c) Continuing appropriations. Continuing appropriations, indicated by the abbreviation “C” in s. 20.005, are appropriations which are expendable until fully depleted or repealed by subsequent action of the legislature. The amount of a sum certain continuing appropriation for a given fiscal year consists of the unencumbered balance in the appropriation account at the end of the previous fiscal year, if any, together with any moneys appropriated under s. 20.005 for that fiscal year. The amount of a continuing appropriation other than a sum certain appropriation consists of the unencumbered balance in the appropriation account at the end of the previous fiscal year, if any, together with any revenues received during the fiscal year that are directed by law to be credited to the appropriation account. Dollar amounts shown in the schedule under s. 20.005 for a continuing appropriation other than a sum certain appropriation represent the most reliable estimates of the amounts which will be expended during any fiscal year. Except as provided in ss. 20.002 (11) and 20.903 (2), expenditures made in accordance with ch. 16 under a continuing appropriation other than a sum certain appropriation are limited only by the available revenues from which the appropriation is made. Continuing appropriations are indicated in ss. 20.115 to 20.875 by the introductory phrase, “as a continuing appropriation," “all moneys received from," or “all moneys transferred from."  

(d) Sum sufficient appropriations. Sum sufficient appropriations, indicated by the abbreviation “S” in s. 20.005, are appropriations which are expendable from the indicated source in the amounts necessary to accomplish the purpose specified. Dollar amounts shown under s. 20.005 represent the most reliable estimate of the amounts which will be needed. Sum sufficient appropriations are indicated in ss. 20.115 to 20.875 by the introductory phrase “a sum sufficient”.  

(e) Capital improvement authorizations. The appropriations in s. 20.866 (2) are authorizations to contract public debt in accordance with ch. 18. The amount of debt repaid under each authorization shall not be construed to represent new or additional authority even though the authority is not reduced by the amount of repayment. The limiting dollar amount contained in the language of any appropriation under s. 20.866 (2) is the cumulative total authorization carried over from previous biennia plus any new authorization contained in the schedule.

(4) GENERAL PURPOSE REVENUE — EARNED. Revenue which is received by a state agency
incidentally in connection with general purpose revenue appropriations in the course of accomplishing program objectives, which is not designated as a refund of an expenditure by the secretary of administration under sub. (5) and for which no program revenue appropriation is made shall be designated as general purpose revenue (GPR) — earned. This revenue shall be treated as a nonappropriated receipt and is not available for expenditure.

(5) **REFUNDS OF EXPENDITURES.** Any amount not otherwise appropriated under this chapter that is received by a state agency as a result of an adjustment made to a previously recorded expenditure from a sum certain appropriation to that agency due to activities that are of a temporary nature or activities that could not be anticipated during budget development and which serves to reduce or eliminate the previously recorded expenditure in the same fiscal year in which the previously recorded expenditure was made, except as provided in ss. 20.435 (4) (gm) and 20.437 (2) (md), may, upon request of the agency, be designated by the secretary of administration as a refund of an expenditure. Except as otherwise provided in this subsection, the secretary of administration may designate an amount received by a state agency as a refund of an expenditure only if the agency submits to the secretary a written explanation of the circumstances under which the amount was received that includes a specific reference in a statutory or nonstatutory law to a function of the agency under which the amount was received and the appropriation from which the previously recorded expenditure was made. A refund of an expenditure shall be deposited by the receiving state agency in the appropriation account from which the previously recorded expenditure was made. Except as otherwise provided in this subsection, a state agency which proposes to make an expenditure from moneys designated as a refund of an expenditure shall submit to the secretary of administration a written explanation of the purpose of the expenditure, including a specific reference in a statutory or nonstatutory law to a function of the agency under which the expenditure is to be made and the appropriation from which the expenditure is to be made. After submission and approval of an estimate of the amount proposed to be expended under s. 16.50 (2), a state agency may expend the moneys received from the refund of the expenditure. The secretary of administration may waive submission of any explanation required by this subsection for categories of refunds of expenditures or proposed refunds of expenditures.

(6) **APPLIED RECEIPTS.**

(a) Except as provided in par. (b), applied receipts are program or segregated revenue the appropriation of which reduces the amounts appropriated under another appropriation. The reduction is indicated in the other appropriation by the phrase “less the amounts appropriated as applied receipts under”. Applied receipts shall be expended and deposited in the same manner as other program or segregated revenue.

(b) If the other appropriation under par. (a) is a sum sufficient appropriation, the reduction reduces the estimate under s. 20.005 of the dollar amounts that will be needed.

CHAPTER 36

UNIVERSITY OF WISCONSIN SYSTEM

36.01 Statement of purpose and mission.
36.03 System.
36.05 Definitions.
36.07 Corporate title, officers, meetings, records.
36.09 Responsibilities.
36.11 Powers and duties of the board of regents.
36.112 Performance funding; innovation fund.
36.115 Personnel systems.
36.12 Student discrimination prohibited.
36.14 Wisconsin distinguished professorships.
36.15 Academic staff appointments.
36.17 Limited appointments.
36.19 Other appointments.
36.21 Termination due to certain budget or program changes.
36.22 Layoff or termination of faculty member due to certain budget or program changes.
36.23 Conflict of interest.
36.25 Special programs.
36.27 Tuition.
36.29 Gifts; golf course.
36.30 Sick leave.
36.31 Coordination with other educational agencies; credit for military education.
36.32 Student identification numbers.
36.33 Agricultural lands.
36.335 Sale of other land; buildings and structures.
36.34 Minority student programs.
36.35 Misconduct; campus security.
36.36 Grants for study abroad.
36.37 Downer Woods and buildings preservation.
36.40 Use of animals for research purposes.
36.43 Accommodation of religious beliefs.
36.44 License plate scholarship programs.
36.45 Research funding.
36.48 Alcohol and other drug abuse prevention and intervention programs.
36.49 Environmental program grants and scholarships.
36.51 Nutritional improvement for elderly.
36.52 Reimbursement of pay supplements.
36.55 Reporting employment harassment and discrimination claims.
36.56 Grants for forestry cooperatives.
The legislature finds it in the public interest to provide a system of higher education which enables students of all ages, backgrounds and levels of income to participate in the search for knowledge and individual development; which stresses undergraduate teaching as its main priority; which offers selected professional graduate and research programs with emphasis on state and national needs; which fosters diversity of educational opportunity; which promotes service to the public; which makes effective and efficient use of human and physical resources; which functions cooperatively with other educational institutions and systems; and which promotes internal coordination and the wisest possible use of resources.

The mission of the system is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses and to serve and stimulate society by developing in students heightened intellectual, cultural and humane sensitivities, scientific, professional and technological expertise and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended training and public service designed to educate people and improve the human condition. Basic to every purpose of the system is the search for truth.

History: 1973 c. 335.

There is created in this state a system of institutions of learning to be known as the University of Wisconsin System. The principal office and one university of the system shall be located at or near the seat of state government.

History: 1973 c. 335.

In this chapter:

1. “Academic staff” means professional and administrative personnel with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration.

2. “Board of regents” or “board” means the board of regents of the University of Wisconsin System.

3. “Campus” means the publicly owned or leased buildings and grounds which comprise all or part of an institution or the extension.

5. “Chancellor” means the chief executive of an institution.

6m “College campus” means any one of the 2-year collegiate campuses of the system.

7. “Extension” means the community outreach, public service and extension services of the system.
(8) “Faculty” means persons who hold the rank of professor, associate professor, assistant professor or instructor in an academic department or its functional equivalent in an institution and such academic staff as may be designated by the chancellor and faculty of the institution.

(9) “Institution” means any university or an organizational equivalent designated by the board and the University of Wisconsin colleges.

(9m) “Instructional academic staff” means academic staff members with teaching responsibilities.

(9s) “Mainframe” means a large scale, central computer maintained by the board for multipurpose functions.

(10) “President” means the chief executive of the system.

(11) “Student” means any person who is registered for study in any institution for the current academic period. For the purpose of administering particular programs or functions involving students, the board shall promulgate rules defining continuation or termination of student status during periods between academic periods.

(12) “System” means the University of Wisconsin System.

(13) “University” means any baccalaureate or graduate degree granting institution.

(14) “University of Wisconsin Colleges” means the college campuses as a whole.

(15) “University staff” means all employees of the system other than faculty, academic staff, persons whose employment is a necessary part of their training, student assistants, and student hourly help.


36.07 Corporate title, officers, meetings, records.

(1) Corporate status and title. The board and their successors in office shall constitute a body corporate by the name of “Board of Regents of the University of Wisconsin System”.

(2) Secretary. The board shall appoint a secretary of the board who shall keep a faithful record of all its transactions.

(4) Meetings, times, notice. The times for holding the regular annual meeting and such other meetings as are required, and the manner of providing notice for such meetings, shall be determined by the board's bylaws.

(5) Access to the board. The board shall provide in its operating policies for access to the board by the public, faculty, students and chancellors.

(6) Meetings and records public. The board meetings shall be open and all records of such meetings and of all proceedings of the board shall be open to inspection in accordance with subchs. II and V of ch. 19.

History: 1973 c. 335; 1975 c. 426 s. 3; 1981 c. 335 s. 26; 1991 a. 39; 2015 a. 55.

36.09 Responsibilities.

(1) The board of regents.

(a) The primary responsibility for governance of the system shall be vested in the board which shall enact policies and promulgate rules for governing the system, plan for the future needs of the state for university education, ensure the diversity of quality undergraduate programs while preserving the strength of the state's graduate training and research centers and promote the widest degree of institutional autonomy within the controlling limits of system-wide policies and priorities established by the board.

Cross-reference: See also UWS, Wis. adm. code.

(am) The board, in consultation with the Wisconsin Economic Development Corporation,
shall do all of the following for each economic development program, as defined in s. 36.11 (29r) (a), administered by the board:

1. Establish clear and measurable goals for the program that are tied to statutory policy objectives.

2. Establish at least one quantifiable benchmark for each program goal described in subd. 1.

3. Require that each recipient of a grant or loan under the program submit a report to the board. Each contract with a recipient of a grant or loan under the program shall specify the frequency and format of the report to be submitted to the board and the performance measures to be included in the report.

4. Establish a method for evaluating the projected results of the program with actual outcomes as determined by evaluating the information described in subds. 1. and 2.

5. Annually and independently verify, from a sample of grants and loans, the accuracy of the information required to be reported under subd. 3.

6. Establish by rule a requirement that the recipient of a grant or loan under the program of at least $100,000 submit to the board a verified statement signed by both an independent certified public accountant licensed or certified under ch. 442 and the director or principal officer of the recipient to attest to the accuracy of the verified statement, and make available for inspection the documents supporting the verified statement. The board shall include the requirement established by rule under this subdivision in the contract entered into by a grant or loan recipient.

7. Establish by rule policies and procedures permitting the board to do all of the following if a recipient of a grant or loan or tax benefits under the program submits false or misleading information to the board or fails to comply with the terms of a contract entered into with the board under the program and fails to provide to the satisfaction of the board an explanation for the noncompliance:
   a. Recoup payments made to the recipient.
   b. Withhold payments to be made to the recipient.
   c. Impose a forfeiture on the recipient.

(b) The board, after public hearing at each institution, shall establish for each institution a mission statement delineating specific program responsibilities and types of degrees to be granted.

(c) The board shall determine the educational programs to be offered in the system and may discontinue educational programs as it deems necessary.

(d) The board shall establish policies to guide program activities to ensure that they will be compatible with the missions of the institutions of the system. To this end, the board shall make all reasonable effort to provide night courses.

(e) Subject to par. (em), the board shall appoint a president of the system; a chancellor for each institution; a dean for each college campus; the state geologist; the director of the laboratory of hygiene; the director of the psychiatric institute; the state cartographer; and the requisite number of officers, other than the vice presidents, associate vice presidents, and assistant vice presidents of the system; faculty; academic staff; and other employees and fix the salaries, subject to the limitations under par. (j) and s. 230.12 (3) (e), the duties and the term of office for each. The board shall fix the salaries, subject to the limitations under par. (j) and s. 230.12 (3) (e), and the duties for each chancellor, vice president, associate vice president, and assistant vice president of the system. No sectarian or partisan tests or any tests based upon race, religion, national origin, or sex shall ever be allowed or exercised in the appointment of the employees of the system.

(em) Neither the board nor any institution may adopt any policy or promulgate any rule that requires the board to consider for appointment as president of the system, chancellor, or vice chancellor only those individuals who are faculty members of the system or
another institution of higher education, who have been granted tenure within the system or another institution of higher education, or who hold the highest level of academic degree in a field of study or profession.

(f) The board shall delegate to each chancellor the necessary authority for the administration and operation of the institution within the policies and guidelines established by the board. The board may also delegate or rescind other authority to chancellors, committees of the board, administrative officers, members of the faculty and students or such other groups as it deems appropriate.

(gm) The board shall not create, except as specifically authorized by the legislature in each instance, any new college, school or its functional equivalent if such college, school or functional equivalent has academic programs at the graduate or professional, post-baccalaureate level.

1. For the purposes of this paragraph, college or school means an academic unit below the institutional level but above the departmental level, including but not limited to a graduate school, law school, medical school, social work school, architecture school, business school and a public administration school.

2. For the purposes of this paragraph, a new college or school shall be deemed to have been created if an administrative position of dean or its functional equivalent is established and if a new instructional program, separate and distinct from the programs currently available at that institution, is established.

3. This paragraph does not apply to the redesignation or reorganization of existing colleges or schools if accomplished through the reclassification of existing positions or the restructuring of existing organizational entities.

(h) The board shall allocate funds and adopt budgets for the respective institutions giving consideration to the principles of comparable budgetary support for similar programs and equitable compensation for faculty and academic staff with comparable training, experience and responsibilities and recognizing competitive ability to recruit and retain qualified faculty and academic staff. If the board ceases or suspends operation of any institution or college campus, the appropriations to the board for operation of the institution or college campus may be utilized by the board for any other purpose authorized by the appropriations within the period for which the appropriations are made.

(hm) The board shall develop policies for the purpose of specifically identifying the general purpose revenue and nongeneral purpose revenue funding sources used for noninstructional student activities and for the purpose of governing the allocation of funds to those noninstructional student activities supported by both general purpose and nongeneral purpose revenue.

(j) Except where such matters are a subject of bargaining with a certified representative of a collective bargaining unit under s. 111.91, the board shall establish salaries for persons prior to July 1 of each year for the next fiscal year, and shall designate the effective dates for payment of the new salaries. In the first year of the biennium, payments of the salaries established for the preceding year shall be continued until the biennial budget bill is enacted. If the budget is enacted after July 1, payments shall be made following enactment of the budget to satisfy the obligations incurred on the effective dates, as designated by the board, for the new salaries, subject only to the appropriation of funds by the legislature and s. 20.928 (3). This paragraph does not limit the authority of the board to establish salaries for new appointments. The board may not increase the salaries of employees under this paragraph unless the salary increase conforms to the proposal as approved under s. 230.12 (3) (e) or the board authorizes the salary increase to recognize merit, to correct salary inequities under par. (h), to fund job reclassifications or promotions, or to recognize competitive factors. The granting of salary increases to recognize competitive factors does not obligate inclusion of the annualized amount of the increases in the appropriations under s. 20.285 (1) for
subsequent fiscal bienniums. No later than October 1 of each year, the board shall report to the joint committee on finance and the secretary of administration and administrator of the division of personnel management in the department of administration concerning the amounts of any salary increases granted to recognize competitive factors, and the institutions at which they are granted, for the 12-month period ending on the preceding June 30.

(L) The board shall possess all powers necessary or convenient for the operation of the system except as limited in this chapter and ss. 13.48 (14) (am) and 16.848 (1).

(2) **The president.**

(a) The president shall be president of all the faculties and shall be vested with the responsibility of administering the system under board policies and shall direct a central administration which shall assist the board and the president in establishing system-wide policies in monitoring, reviewing and evaluating these policies, in coordinating program development and operation among institutions, in planning the programmatic, financial and physical development of the system, in maintaining fiscal control and compiling and recommending educational programs, operating budgets and building programs for the board. Subject to par. (b), the president shall appoint each senior vice president, vice president, associate vice president and assistant vice president of the system. The president shall fix the term of office for each senior vice president, vice president, associate vice president and assistant vice president of the system.

(b) The sum of the number of senior vice presidents and vice presidents of the system that the president may appoint under par. (a) may not exceed 4.

(c) The president shall appoint a special assistant to the president to serve as the director of the office of educational opportunity under s. 36.64. The special assistant serves at the pleasure of the president.

(3) **The chancellors.**

(a) The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

(b) The chancellor may designate a person as provost, to act as chief executive officer of the institution in the chancellor's absence, if the person currently holds a limited appointment as vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor or assistant vice chancellor. The chancellor may not create an additional administrative position for the purpose of this paragraph.

(3m) **Meaning of “subject to” in certain provisions.** In subs. (4) to (5), “subject to the responsibilities and powers” means subordinate to the responsibilities and powers.

(4) **Faculty.** The faculty of each institution, subject to the responsibilities and powers of the board, the president, and the chancellor of such institution, shall have the primary responsibility for advising the chancellor regarding academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance, except that the faculty of each institution shall ensure that faculty in academic disciplines related to science, technology, engineering, and mathematics are adequately represented in the faculty organizational structure.
(4m) Academic Staff. The academic staff members of each institution, subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty of the institution, shall have the primary responsibility for advising the chancellor regarding the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

(5) Students. The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty shall have primary responsibility for advising the chancellor regarding the formulation and review of policies concerning student life, services, and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.


Sub. (5) gives student organizations, rather than the student body, the right to select representatives to participate in institutional governance. Student Association of U.W.-Milwaukee v. Baum, 74 Wis. 2d 283, 246 N.W.2d 622 (1976).

Student and faculty voting participation on the Board of Regents is limited to duly appointed members, but has not precluded the board or any committee thereof from utilizing groups of nonmembers in advisory capacities. 60 Atty. Gen. 395.

The Board of Regents has no authority to provide a deferred salary plan for employees other than through the state teachers retirement system or the Wisconsin retirement fund. 61 Atty. Gen. 6.

A ruling by the chancellor of the University of Wisconsin-Eau Claire denying a request to conduct door-to-door solicitation in residence halls did not violate constitutional rights. 61 Atty. Gen. 373.

The leasing of university buildings to a religious congregation during nonschool days and hours on a temporary basis while the congregation's existing facility is being renovated and leasing convention space to a church conference would not violate the separation of church and state provisions of the 1st amendment and Art. I, s. 18. 63 Atty. Gen. 374.

Regents should identify how compulsory fees will be used to necessarily and conveniently further the objects of the university before approving a segregated fee. Regent's duties are unchanged under sub. (5). 63 Atty. Gen. 385.

The financing of student organizations through mandatory student fees does not violate the 1st amendment if viewpoint neutrality is the operational principal. Board of Regents v. Southworth, 529 U.S. 217, 146 L. Ed. 2d 193 (2000).

With one exception, the university's system, as required by Southworth, for distributing compelled fees collected from university students to student groups that delegates funding decisions to the student government was subject to sufficient limits. Southworth v. Board of Regents of the University of Wisconsin System, 307 F.3d 566 (2002).

Although the 1st amendment establishment clause of the U.S. constitution neither compels nor authorizes the University to categorically exclude funding of activities related to worship, proselytizing, and sectarian religious instruction with segregated fees, the University may nevertheless be able to exclude some or all of the activities to which it objects. The University is free to enact viewpoint neutral rules restricting access to segregated fees, for it may create what is tantamount to a limited public forum if the principles of viewpoint neutrality are respected. However, before excluding an activity from the segregated fee forum pursuant to a content-based distinction, the University must explain specifically why that particular activity, viewed as a whole, is outside the forum's purposes. Roman Catholic Foundation v. The Regents of the University of Wisconsin System, 578 F. Supp. 2d 1121. Affirmed. 620 F.3d 775 (2010).

36.11 Powers and duties of the board of regents.
(1) PROTECTION OF PEOPLE; CUSTODY AND MANAGEMENT OF PROPERTY.

(a) The board may promulgate rules under ch. 227 to protect the lives, health and safety of persons on property under its jurisdiction and to prevent obstruction of the functions of the system. Any person who violates any rule promulgated under this paragraph may be fined not more than $500 or imprisoned not more than 90 days or both.

(b) Except as provided in this paragraph and ss. 13.48 (14) (am) and 16.848 (1), the board may purchase, have custody of, hold, control, possess, lease, grant easements and enjoy any lands, buildings, books, records and all other property of any nature which may be necessary and required for the purposes, objects and uses of the system authorized by law. Any lease by the board is subject to the powers of the University of Wisconsin Hospitals and Clinics Authority under s. 233.03 (13) and the rights of the authority under any lease agreement, as defined in s. 233.01 (6). The board shall not permit a facility that would be privately owned or operated to be constructed on state-owned land without obtaining prior approval of the building commission under s. 13.48 (12). Subject to prior action under s. 13.48 (14) (am) or 16.848 (1), the board may sell or dispose of such property as provided by law, or any part thereof when in its judgment it is for the best interests of the system and the state. All purchases of real property shall be subject to the approval of the building commission. The provision of all leases of real property to be occupied by the board for use other than for student housing shall be the responsibility of the board. The provision of all leases of real property to be occupied by the board for use as student housing shall be the responsibility of the department of administration under s. 16.84 (5), except for leases in effect on July 14, 2015, regardless of any subsequent extension, modification, or renewal, which shall be the responsibility of the board.

(c) The board may promulgate rules under ch. 227 for the management of all property under its jurisdiction, for the care and preservation thereof and for the promotion and preservation of the orderly operation of the system in any or all of its authorized activities and in any or all of its institutions with forfeitures for their violation, which may be sued for and collected in the name of the board before any court having jurisdiction of such action. Forfeitures shall not exceed $500.

(cm) The board shall promulgate rules under ch. 227 prescribing the times, places, and manner in which political literature may be distributed and political campaigning may be conducted in state-owned residence halls. No such rule may authorize any activity prohibited under s. 11.1207 (3) or (4).

(d) All fines imposed and collected under this subsection shall be transmitted to the county treasurer for disposition in accordance with s. 59.25 (3) (f) and (j). All forfeitures, including forfeitures of posted bail if any, imposed and collected under this subsection shall be transmitted to the county treasurer for disposition in accordance with ss. 778.13 and 778.17.

(e) Subject to prior action under s. 13.48 (14) (am) or 16.848 (1), the board, with the approval of the building commission, may sell or lease state-owned residence halls to another state agency or nonstate nonprofit agency for purposes of alternate use.

Cross-reference: See also chs. UWS 18 and 21, Wis. adm. code.

(2) POLICE AUTHORITY.

(a) The board shall have concurrent police power, with other authorized peace officers, over all property subject to its jurisdiction, and all property contiguous to such property at the University of Wisconsin-Parkside if owned by a nonprofit corporation the primary purpose of which, as determined by the board, is to benefit the system. Such concurrent police authority shall not be construed to reduce or lessen the authority of the police power of the community or communities in which a campus may be located. All campus police officers shall cooperate with and be responsive to the local police authorities as they meet and exercise their statutory responsibilities. The designated
agents of the board may arrest, with or without warrant, any person on such property
who they have reasonable grounds to believe has violated a state law or any rule
promulgated under this chapter and deliver such person to any court having jurisdiction
over the violation and execute a complaint charging such person with the violation. This
subsection does not impair the duty of any other peace officers within their jurisdictions
to arrest and take before the proper court persons found violating any state law on such
property.

(b) The board may employ police for the institutions and chiefs to head such police, or
contract for police, all of whom shall be deemed peace officers under s. 939.22 (22)
under the supervision and control of the appropriate chancellor or the chancellor's
designees. Such police officers shall meet the minimum standards established for other
police officers by the law enforcement standards board or a comparable agency. Such
police shall preserve the peace on all property described under par. (a), enforce all rules
promulgated under this chapter and all other laws, and for that purpose the chancellor or
the chancellor's designee may call for aid from such other persons as is deemed
necessary.
Regent Policy Document 5-1 *(formerly 92-7)*

**Academic Quality Program Assessment**

1. The University of Wisconsin System Institutions shall continue to implement the Academic Quality Program (AQP), with special emphasis on meeting the North Central Association's accreditation guidelines for assessment.

2. The University of Wisconsin System Administration shall continue to implement AQP system wide with a focus on quantitative measurements, including annual publications of the Statistical Profile and regular surveys of students and/or alumni, business and/or industry, the general Wisconsin public, and University of Wisconsin System faculty members.

3. The University of Wisconsin System Institutions shall provide increased institutional accountability for assessment of academic programs and student outcomes through each chancellor’s annual report.

4. The University of Wisconsin System Administration shall provide increased system wide accountability for statewide assessment through the President’s annual report. Each University of Wisconsin System Institution shall continue the assessment of students’ verbal and quantitative skills, refine the techniques, and report annually on the use of assessment results in the improvement of teaching and learning.

5. The University of Wisconsin System shall administer the ACT -CAAP Writing Skills and Mathematics tests to a system wide sample of sophomores at the earliest possible date that value added testing is available, and System Administration shall report the results, along with national norms, to the Board of Regents. These tests will be administered periodically to cohorts of students.

*History: Res. 6215 adopted 9/11/92.*

**OFFICE OF THE BOARD OF REGENTS**

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Discrimination, Harassment, and Retaliation

Scope
This policy applies to all areas of the System and institution programs and activities, employment practices and operations, including the conduct of all students and employees that arises out of their employment, educational or academic status, as well as to the conduct of all guests, visitors, vendors, contractors, subcontractors and others who do business with the System or its institutions.

Purpose
The purpose of this policy is to express the Board of Regents' commitment to providing an educational, program, activity, and workplace environment free of discrimination, harassment, and retaliation.

Policy Statement
It is the policy of the Board of Regents of the University of Wisconsin System to maintain an academic and work environment free of discrimination, discriminatory harassment, or retaliation for all students and employees. Discrimination is inconsistent with the efforts of the University of Wisconsin System to foster an environment of respect for the dignity and worth of all members of the university community and to eliminate all manifestations of discrimination within the university. The Board is also committed to the protection of individual rights under the First Amendment (and related principles of academic freedom) and in preserving the widest possible dialogue within its educational environment.

Discrimination or discriminatory harassment that is based upon an individual's characteristics which are protected under institution policy, state law or federal law (“protected status”) is prohibited. Harassment is a form of discrimination and is prohibited. In addition, any form of retaliation against students or employees will not be tolerated. Any person who believes they have been subject to this type of prohibited activity should immediately report it to the appropriate institution official or office.

The following protections shall apply to this policy in regard to an individual's characteristics (“protected status”):

Students
No student may be denied admission to, or participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law, including physical condition or developmental disability as defined in Wisconsin Statutes §51.01(5).

Employees
No employee may be discriminated against on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, genetic information, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off the employer’s premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law. This provision includes employment-related actions, such as recruitment, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoffs, and /or dismissal.

Definitions
The following definitions shall be used in determining whether a particular course of conduct constitutes discrimination or discriminatory harassment under this policy:

A. Discrimination is conduct that adversely affects any aspect of an individual's employment, education, or participation in an institution's activities or programs, or has the effect of denying equal privileges or treatment to an individual on the basis of one or more characteristics of that individual's protected status or category as defined herein.

B. Discriminatory Harassment is a form of discrimination consisting of unwelcome verbal, written, graphic or physical conduct that:
   1. Is directed at an individual or group of individuals on the basis of the individual or group of individuals’ actual or perceived protected status, or affiliation or association with person(s) within a protected status (as defined herein above); and
   2. is sufficiently severe or pervasive so as to interfere with an individual’s employment, education or academic environment or participation in institution programs or activities and creates a working, learning, program or activity environment that a
reasonable person would find intimidating, offensive or hostile.

To constitute prohibited harassment, the conduct must be both objectively and subjectively harassing in nature. Harassment may include but is not limited to verbal or physical attacks, threats, slurs or derogatory or offensive comments that meet the definition set forth herein. Harassment does not have to be targeted at a particular individual in order to create a harassing environment, nor must the conduct result in a tangible injury to be considered a violation of this policy. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

Sexual harassment is defined under Regent Policy 14-2 and is regulated through existing institutional policies and procedures.

C. Retaliation is defined as adverse action taken against an individual in response to, motivated by or in connection with an individual’s complaint of discrimination or discriminatory harassment, participation in an investigation of such complaint and/or opposition of discrimination or discriminatory harassment in the educational or workplace setting.

Institutional Policies and Procedures

University of Wisconsin System institutions shall have: (1) policies and procedures consistent with this Board policy for the prevention and prohibition of discrimination, harassment and retaliation against students or employees; and (2) procedures in place to ensure prompt corrective action whenever discrimination, harassment or retaliation may occur.

A. Institutional policies and procedures shall, at a minimum, contain the following provisions:

1. A clear statement of the institution’s commitment to the elimination of discrimination and discriminatory harassment toward students or employees. This statement may be presented in an existing policy statement concerning general principles of nondiscrimination or anti-harassment, or articulated in a separate institutional policy.

2. A definition of what constitutes discrimination, discriminatory harassment and retaliation that is consistent with this policy and a statement that such conduct is prohibited.

3. A prohibition against using institution technology (computers, e-mail systems, voice mail system, and webpages) in any manner that would violate this policy.

4. A statement that specific incidents of alleged discrimination or discriminatory harassment will be reviewed on a case-by-case basis in accordance with the procedures developed by each institution. Due consideration will be given to the protection of individual First Amendment rights to freedom of speech, expression, and academic freedom.

5. A process under which an informal or formal complaint may be filed with the appropriate identifiable university office or department. The process shall set forth the manner and timeline in which complaints will be received, investigated, and resolved through either voluntary action on the part of the parties involved or through university action in the form of sanctions, disciplinary action, or other appropriate remedies or redress.

6. A statement indicating that retaliation against an individual for filing a complaint of discrimination or discriminatory harassment or participating in the process is prohibited. In developing these processes, existing grievance and disciplinary procedures applicable to students, student organizations, and employees will be incorporated by reference.

B. Each institution shall develop a process to notify prospective and current students, student organizations, job applicants and employees of its institutional policies and procedures regarding discrimination, discriminatory harassment, and retaliation.

Oversight, Roles, and Responsibilities

Each chancellor or his or her designee shall be responsible for implementing institutional policies consistent with this policy.

Related Regent Policies and Applicable Laws

RPD 14-2: Sexual Harassment Policy Statement and Implementation
RPD 14-3: Equal Opportunities in Education: Elimination of Discrimination Based on Gender
RPD 14-4: Reserve Officers Training Corps
RPD 14-5: Measures to Alleviate Racism
RPD 14-7: Implementation of Statute on Discrimination Against Students
RPD 14-10: Nondiscrimination on Basis of Disability: Policy Statement


SEE ALSO:

UPS Operational Policy EEO 5, Discrimination, Harassment, and Retaliation (https://www.wisconsin.edu/ohrwd/download/policies/ops/eeo5.pdf)
Outside Activity Reporting

Whereas, the Board of Regents recognizes the importance of accountability to the people of Wisconsin and believes it is in the interest of both the public and the University of Wisconsin System to assure public confidence in the integrity of the University of Wisconsin System faculty and staff, and

Whereas, the University of Wisconsin System policies regarding public reporting of outside interests and activities required by UWS 8 of the Wisconsin Administrative Code are among the most extensive among universities in the nation, and

Whereas, the Regents wish to continue to support and encourage University of Wisconsin faculty and staff to share their expertise and talents with agriculture, business, industry, and the state’s communities,

Therefore, the Board of Regents approves the "University of Wisconsin System Guidelines and Form for Reporting Outside Activities as required by UWS 8.025, Wisconsin Administrative Code," and directs the University of Wisconsin System President to implement these revised procedures at all University of Wisconsin Institutions effective for the reporting period ending April 30, 1992.

(The Guidelines and Reporting form may be obtained from the Office of the Secretary of the Board of Regents.)

History: Res. 5785 adopted 5/10/91; replaces 73-6(a).
Regent Policy Document 20-22
Code of Ethics

Scope
This Board of Regents Code of Ethics policy applies to all University of Wisconsin System (UW System) employees. The policy recognizes that faculty, academic staff, and limited appointees (other than state public officials) are subject to Chapter UWS 8 of the Wisconsin Administrative Code, and that university employees who are state public officials will remain subject to Subchapter III of Wis. Stat. Chapter 19. University Staff are subject to the University Staff Code of Ethics set forth in section III below which was closely modeled after Chapter ER-MRS 24 of the Wisconsin Administrative Code, the Code of Ethics for classified state employees.

Purpose
This code of ethics policy is created under the directive of Wis. Stat. § 19.45(11)(b), for the guidance of all UW System employees, to avoid activities which cause, or tend to cause, conflicts between their personal interests and their public responsibilities, and to improve standards of public service. Under 2011 Wisconsin Act 32, the Board of Regents was required to establish a code of ethics for UW System personnel who are not state public officials subject to Wis. Stat. Chapter 19.

Policy Statement
I. Faculty, academic staff, and limited appointees (other than state public officials) are subject to Chapter UWS 8.

II. State public officials will remain subject to subchapter III of Wis. Stat. Chapter 19.

Individuals holding the following positions are state public officials: chancellors, vice chancellors, UWSA president, senior vice presidents, vice presidents, associate vice presidents, and assistant vice presidents.

III. University Staff Code of Ethics

A. INTRODUCTION
This code of ethics is created for the guidance of employees designated as University Staff to avoid activities which cause, or tend to cause, conflicts between their personal interests and their public responsibilities as UW System employees.

The observance of high moral and ethical standards by University Staff employees is essential. Each employee holds his or her position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.

The Board of Regents policy recognizes that:

1. University Staff have personal and economic interests in the decisions and policies of national, state and local government.
2. University Staff retain their rights as citizens to interests of a personal or economic nature.
3. The standards of ethical conduct for University Staff must distinguish between those minor and inconsequential conflicts which are unavoidable in a free society and those conflicts which are substantial and material.
4. University Staff may need to engage in employment other than official duties, or may need to maintain investments, but no employee shall engage in any employment or maintain any investment if the employment or investment conflicts with the specific provisions of this code of ethics.

In adopting the standards of conduct set forth in the University Staff code of ethics, it is the Board's purpose to prohibit only those activities which will result in a conflict between the personal interests of a University Staff member and that employee's public responsibilities to the UW System. It is not the Board's purpose to prohibit University Staff from freely pursuing activities that will not result in such a conflict.

B. DEFINITIONS
1. “Anything of value” means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include:
C. STANDARDS OF CONDUCT

This code of ethics shall not prevent a University Staff member from accepting outside employment or following a pursuit which in no way interferes with the full and faithful discharge of his or her duties to the UW System, subject to the following:

1. A conflict of interest on the part of the University Staff member exists whenever the University Staff member’s action or failure to act propitiously could reasonably be expected to directly or indirectly produce or assist in producing a private benefit for the University Staff member or the University Staff member’s immediate family or an organization with which the University Staff member is associated.

2. It is the policy of the Board of Regents to prohibit those activities that will cause a conflict of interest. Therefore:

   a. No University Staff member may use or attempt to use his or her position or University property, or use the prestige or influence of his or her position for financial gain or other benefits, advantages or privileges for the private benefit of the University Staff member, the University Staff member’s immediate family or an organization with which the University Staff member is associated.

      i. Any UW System salary or other compensation received by the University Staff member from the state for his or her services does not constitute “financial gain” as the term is used in this rule.

      ii. Incidental personal use of University property within the limits prescribed by UW System and institutional policies and use of University issued or purchased parking permits for non-work events or activities does not constitute a “private benefit” as the term is used in this policy.

   b. No University Staff member may solicit or accept from any person or organization, directly or indirectly, anything of value if it
could reasonably be expected to influence such University Staff member’s official actions or judgment, or could reasonably be
considered as a reward for any official action or inaction on the part of such University Staff member.

   i. No University Staff member who is assigned or acts as an official representative of a UW System institution in the
      presentation of papers, talks, demonstrations or making appearances shall solicit or accept fees, honoraria or
      reimbursement of expenses for personal gain. Any fees, honoraria, or reimbursement of expenses which may be
      offered in connection therewith shall be paid to the University Staff member’s institution.

   ii. Acceptance of fees and honoraria paid for papers, talks, demonstrations or appearances made by a University Staff
       member on the University Staff member’s own time, and not directly part of official duties, shall not be a violation of
       this rule. University Staff members shall notify their supervisor or other appropriate administrator prior to accepting
       fees and honoraria for papers, talks, demonstrations, or appearances to ensure that no conflict of interest exists.

   iii. When a University Staff member is offered an unsolicited award or reward for an exceptional accomplishment or
       outstanding performance, the appropriate administrator shall determine whether or not it may be accepted by the
       University Staff member after considering whether acceptance of the award or reward would conflict with the purposes
       of this policy. University Staff members shall notify their supervisor or other appropriate administrator prior to accepting
       unsolicited awards or rewards, who in turn shall seek a determination regarding whether acceptance or refusal of the
       award or reward is appropriate.

c. No University Staff member may intentionally use or disclose information gained in the course of or by reason of the University
   Staff member’s official position or activities in any way that could result in the receipt of anything of value for himself or herself,
   for his or her immediate family, or for any other person or organization, if the information has not been communicated to the
   public or is not public information. However, no reprisal may be taken against a University Staff member for the lawful
   disclosure of information which the University Staff member reasonably believes evidences:

   i. A violation of any law, rule, or regulation, or

   ii. Mismanagement, a gross waste of funds, an abuse of authority, enforcement of unreasonable university work rules, or
       a substantial and specific danger to public health or safety.

d. No University Staff member, member of the University Staff’s immediate family, nor any organization with which the University
   Staff member or a member of his or her immediate family is associated may enter into any contract or lease involving payment
   or payments of more than $3,000 within a 12-month period, in whole or in part derived from University or state funds unless
   the University Staff member has first made written disclosure of the nature and extent of such relationship or interest to his or
   her supervisor or other appropriate administrator and obtained the supervisor’s or other administrator’s written approval. The
   University Staff member’s supervisor or other appropriate administrator shall approve a University Staff member’s interest in a
   lease or contract unless he or she determines that the University Staff member’s personal interest in the agreement will
   conflict substantially and materially with the University Staff member’s discharge of his or her public responsibilities. This
   paragraph does not affect the application of Wis. Stat. § 946.13, which prohibits private interests in public contracts.

e. No University Staff member may participate, formally or informally, in the decision to hire, retain, promote or determine the
   salary of a member of his or her immediate family. No University Staff member may, in the supervision or management of
   another employee who is a member of his or her immediate family, give preferential or favored treatment.

3. The President or a Chancellor may, upon written request and by action within a reasonable time of receipt thereof, waive any
   provision of this section whenever its literal application would be adverse to the best interests of the institution or would work an
   unreasonable hardship on an employee.

4. Nothing in this section prohibits a University Staff member from making decisions concerning salaries, salary-related benefits or
   reimbursement of actual and necessary expenses when the action does not result in preferential or favored treatment of a member of
   the University Staff member’s immediate family.

D. ACTION TO AVOID POSSIBLE CONFLICT

When it appears that a material conflict may arise between the personal interests of a University Staff member and his or her public
responsibilities, the University Staff member shall notify his or her supervisor or other appropriate administrator by submitting a written
statement describing the nature of the possible conflict. Within 15 days after receipt of the statement, the supervisor or other appropriate
administrator shall advise the University Staff member in writing that:

   1. There is no conflict prohibited by this code of ethics, and the University Staff member may proceed; or
   2. There may be a conflict, and further consultation is necessary prior to reaching a determination; or
   3. There is a conflict which must be resolved.

If the University Staff member is advised that he or she cannot proceed with institutional duties or with personal interests, the employee,
within 15 days after notice of the decision of the supervisor or other appropriate administrator, may appeal the decision under the applicable
grievance procedures.

E. SANCTIONS

The President or appropriate Chancellor may investigate possible code of ethics violations whenever the circumstances warrant.

Oversight, Roles & Responsibilities

In addition to oversight by the President and the appropriate Chancellor’s Office, compliance with this code of ethics will be monitored
periodically.
Related Regent Policies and Applicable Laws

- Wis. Stat. § 19.41, et seq., Code of Ethics for Public Officials and Employees
- Wis. Stat. § 36.23, Conflict of Interest
- Chapter UWS 8, Wis. Admin. Code, Code of Ethics
- RPD 13-4, University of Wisconsin System Policy on Institutional and Employee Relationships with Educational Loan Lenders
- RPD 20-7, Outside Activity Reporting
- RPD 25-3, Use of University Information Technology Resources
- U.S. Department of Health and Human Services requirements on reporting conflicts of interest.


SEE ALSO:

UPS Operational Policy WE 1, Code of Ethics (https://www.wisconsin.edu/ohrwd/download/policies/ops/we1.pdf)

[UW System Administrative policies are included for reference and are separate from Regent Policy Documents adopted by the Board.]

OFFICE OF THE BOARD OF REGENTS
1860 Van Hise Hall
1220 Linden Dr.
Madison, WI 53706

📞 608.262.2324
📧 board@uwsa.edu
State of Wisconsin Constitution

Article X

Board Members:
Douglas La Follette, Secretary of State
Matt Adamczyk, State Treasurer
Brad D. Schimel, Attorney General
ARTICLE X.

EDUCATION

Superintendent of public instruction. SECTION 1. [As amended Nov. 1902 and Nov. 1982] The supervision of public instruction shall be vested in a state superintendent and such other officers as the legislature shall direct; and their qualifications, powers, duties and compensation shall be prescribed by law. The state superintendent shall be chosen by the qualified electors of the state at the same time and in the same manner as members of the supreme court, and shall hold office for 4 years from the succeeding first Monday in July. The term of office, time and manner of electing or appointing all other officers of supervision of public instruction shall be fixed by law. [1899 J.R. 16, 1901 J.R. 3, 1901 c. 258, vote Nov. 1902; 1979 J.R. 36, 1981 J.R. 29, vote Nov. 1982]

School fund created; income applied. SECTION 2. [As amended Nov. 1982] The proceeds of all lands that have been or hereafter may be granted by the United States to this state for educational purposes (except the lands heretofore granted for the purposes of a university) and all moneys and the clear proceeds of all property that may accrue to the state by forfeiture or escheat; and the clear proceeds of all fines collected in the several counties for any breach of the penal laws, and all moneys arising from any grant to the state where the purposes of such grant are not specified, and the 500,000 acres of land to which the state is entitled by the provisions of an act of congress, entitled “An act to appropriate the proceeds of the sales of the public lands and to grant pre-emption rights,” approved September 4, 1841; and also the 5 percent of the net proceeds of the public lands to which the state shall become entitled on admission into the union (if congress shall consent to such appropriation of the 2 grants last mentioned) shall be set apart as a separate fund to be called “the school fund;” the interest of which and all other revenues derived from the school lands shall be exclusively applied to the following objects, to wit: (1) To the support and maintenance of common schools, in each school district, and the purchase of suitable libraries and apparatus therefor.

(2) The residue shall be appropriated to the support and maintenance of academies and normal schools, and suitable libraries and apparatus therefor. [1979 J.R. 36, 1981 J.R. 29, vote Nov. 1982]

District schools; tuition; sectarian instruction; released time. SECTION 3. [As amended April 1972] The legislature shall provide by law for the establishment of district schools, which shall be as nearly uniform as practicable; and such schools shall be free and without charge for tuition to all children between the ages of 4 and 20 years; and no sectarian instruction shall be allowed therein; but the legislature by law may, for the purpose of religious instruction outside the district schools, authorize the release of students during regular school hours. [1969 J.R. 37, 1971 J.R. 28, vote April 1972]

Annual school tax. SECTION 4. Each town and city shall be required to raise by tax, annually, for the support of common schools therein, a sum not less than one-half the amount received by such town or city respectively for school purposes from the income of the school fund.

Income of school fund. SECTION 5. Provision shall be made by law for the distribution of the income of the school fund among the several towns and cities of the state for the support of common schools therein, in some just proportion to the number of children and youth resident therein between the ages of four and twenty years, and no appropriation shall be made from the school fund to any city or town for the year in which said city or town shall fail to raise such tax; nor to any school district for the year in which a school shall not be maintained at least three months.

State university; support. SECTION 6. Provision shall be made by law for the establishment of a state university at or near the seat of state government, and for connecting with the same, from time to time, such colleges in different parts of the state as the interests of education may require. The proceeds of all lands that have been or may hereafter be granted by the United States to the state for the support of a university shall be and remain a perpetual fund to be called “the university fund,” the interest of which shall be appropriated to the support of the state university, and no sectarian instruction shall be allowed in such university.

Commissioners of public lands. SECTION 7. The secretary of state, treasurer and attorney general, shall constitute a board of commissioners for the sale of the school and university lands and for the investment of the funds arising therefrom. Any two of said commissioners shall be a quorum for the transaction of all business pertaining to the duties of their office.

Sale of public lands. SECTION 8. Provision shall be made by law for the sale of all school and university lands after they shall have been appraised; and when any portion of such lands shall be sold and the purchase money shall not be paid at the time of the sale, the commissioners shall take security by mortgage upon the lands sold for the sum remaining unpaid, with seven per cent interest thereon, payable annually at the office of the treasurer. The commissioners shall be authorized to execute a good and sufficient conveyance to all purchasers of such lands, and to discharge any mortgages taken as security, when the sum due thereon shall have been paid. The commissioners shall have power to withhold from sale any portion of such lands when they shall deem it expedient, and shall invest all moneys arising from the sale of such lands, as well as all other university and school funds, in such manner as the legislature shall provide, and shall give such security for the faithful performance of their duties as may be required by law.
Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting

This document is a statement of the University of Wisconsin System (UW System) Policy on Array Management: Program Planning, Delivery, Review, and Reporting in the UW System. This document provides guidance on academic degree program array management actions, including approvals of new programs, review of program suspensions and eliminations, individual and lateral program reviews, as well as other required reporting and approval items at the Board of Regents or UW System level. Such items may include, but are not limited to, revisions to institutional missions, establishment of new schools or colleges, and the extension of programs to other sites, including international sites.

Overview of Academic Program Actions

Reporting

This table describes the various academic program actions that require approval or reporting to UW System. All submissions should be directed to Academic Programs and Educational Innovation at afgp@uwsa.edu. All items will be reported to the Board of Regents upon request.

<table>
<thead>
<tr>
<th>Institutional Action</th>
<th>System Admin Action</th>
<th>Board of Regents Action</th>
<th>Notice Period</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establish New Academic Degree Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Approval to Plan</td>
<td>A</td>
<td>I</td>
<td>Notice of Intent memo, see Section 2.2</td>
<td></td>
</tr>
<tr>
<td>b. Degree Authorization</td>
<td>A</td>
<td>A</td>
<td>8+ weeks</td>
<td>Authorization documents. See Section 2.3. See also Section 2.5 for Associate Degrees; Section 4 for Professional Doctorates; and Section 5 for Collaborative Degrees</td>
</tr>
<tr>
<td>c. Degree</td>
<td>I</td>
<td>I</td>
<td>4+</td>
<td>Implementation memo, see Section 2.4</td>
</tr>
<tr>
<td>Implementation</td>
<td>weeks</td>
<td>Written notification, see Section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
<td>----------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Eliminate an Academic Degree Type</td>
<td>I I 4+ weeks</td>
<td>3.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Rename an Academic Degree Program</td>
<td>I I 4+ weeks</td>
<td>3.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Redirect an Academic Degree Program</td>
<td>I I 4+ weeks</td>
<td>3.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Suspend Admissions to an Academic Degree Program</td>
<td>I I 4+ weeks</td>
<td>3.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Eliminate an Academic Degree Program</td>
<td>I I 4+ weeks</td>
<td>3.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Distance Delivery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Offer an Academic Degree Program via 100% Distance Delivery</td>
<td>I/A* I 12+ weeks</td>
<td>3.5.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Add Distance Delivery to an Academic Degree Program</td>
<td>I I 4+ weeks</td>
<td>3.5.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Add Face-to-Face to a 100% Distance Delivery Program</td>
<td>I I 4+ weeks</td>
<td>3.5.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Add Direct Assessment Competency-Based</td>
<td>I/A* I 12+ weeks</td>
<td>3.6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Extend an Academic Degree Program to an Additional Location

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. In Wisconsin</td>
<td>I/A*</td>
<td>I</td>
<td>12+ weeks</td>
<td></td>
</tr>
<tr>
<td>b. Outside of</td>
<td>I</td>
<td>I</td>
<td>4+ weeks</td>
<td></td>
</tr>
<tr>
<td>Wisconsin, including International</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Written notification, see [Section 3.7.1](#)

10. Create, Change, or Eliminate a Cooperative or a Dual Consortial Degree Program

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
<td>I</td>
<td>4+ weeks</td>
<td></td>
</tr>
</tbody>
</table>

Written notification, see [Section 5](#)

11. Collaborative (Consortial) Academic Degree Programs

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Dissolve Collaborative Program and Reauthorize as Independent Programs</td>
<td>A</td>
<td>A</td>
<td>12+ weeks</td>
<td></td>
</tr>
<tr>
<td>b. Dissolve and Eliminate Collaborative Program</td>
<td>I</td>
<td>I</td>
<td>4+ weeks</td>
<td></td>
</tr>
<tr>
<td>c. Withdrawal of One or More, But Not All, Partners</td>
<td>I/A*</td>
<td>I</td>
<td>12+ weeks</td>
<td></td>
</tr>
</tbody>
</table>

Written request, see [Section 5](#)

Written notification, see [Section 5](#)

Written notification, see [Section 5](#)

12. Reviews
<table>
<thead>
<tr>
<th>Topic</th>
<th>Type</th>
<th>Initiation</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. First Review of an Academic Degree Program</strong></td>
<td>I</td>
<td>I</td>
<td>20 working days</td>
<td>Written reports, see Section 6.1</td>
</tr>
<tr>
<td><strong>b. Regular Review of Academic Degree Programs</strong></td>
<td>I</td>
<td>I</td>
<td></td>
<td>Information requested as part of annual reporting, see Section 6.1.2 and Section 7.1</td>
</tr>
<tr>
<td><strong>c. External Accreditation</strong></td>
<td>I</td>
<td>I</td>
<td></td>
<td>Information requested as part of annual reporting, see Section 6.1.3 and Section 7.1</td>
</tr>
<tr>
<td><strong>d. General Education Programs</strong></td>
<td>I</td>
<td>I</td>
<td>20 working days</td>
<td>Posted on institutional website and written notification, see Section 6.1.4</td>
</tr>
<tr>
<td><strong>e. Systemwide Reviews</strong></td>
<td>I</td>
<td>I</td>
<td></td>
<td>Conducted as necessary, see Section 6.2</td>
</tr>
<tr>
<td><strong>f. Low-Degree-Producing Academic Degree Programs</strong></td>
<td>I</td>
<td>I</td>
<td></td>
<td>Information requested every five years or as necessary, see Section 6.3</td>
</tr>
</tbody>
</table>

**13. Reporting**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Type</th>
<th>Initiation</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Annual Program Planning, Review, and Array Management Report</strong></td>
<td>I</td>
<td>I</td>
<td></td>
<td>Information requested annually, see Section 7.1</td>
</tr>
<tr>
<td><strong>b. Credit Certificates and Submajors</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Institutions are encouraged to enter these in MajorMania (<a href="http://majormania.uwex.edu/">http://majormania.uwex.edu/</a>), see Section 7.2</td>
</tr>
</tbody>
</table>

**14. Schools and Colleges**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Type</th>
<th>Initiation</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Establish a School or College [1]</strong></td>
<td>A</td>
<td>A</td>
<td>12+ weeks</td>
<td>Written request, see Section 8.2</td>
</tr>
<tr>
<td><strong>b. Rename or Eliminate a School or College</strong></td>
<td>A</td>
<td>I/A*</td>
<td>12+ weeks</td>
<td>Written request, see Section 8.3</td>
</tr>
</tbody>
</table>

**15. Establish or Alter an Institutional Mission**                    | A    | A          |      | Written request, see Section 9                                             |
Table of Contents

1. Introduction

1.1 Scope

UW System Administrative Policy 102 (SYS 102), Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting provides detailed guidance on academic degree program array management actions, including approvals of new programs, review of program suspensions and eliminations, individual and lateral program reviews, as well as other required reporting and approval items at the Board of Regents (BOR) or University of Wisconsin System (UW System) level. Such items may include, but are not limited to, revisions to institutional missions, establishment of new schools or colleges, and the extension of programs to other sites, including international sites.

The goals of systemwide array management include the provision of appropriate academic degree programs (program) to meet student, community, state, and employer demand; minimizing unnecessary duplication of programs; and offering programs effectively and cost-efficiently.

Chapter 36, Wis.Stats., codifies responsibilities for systemwide array management, such as monitoring academic quality, and establishing and maintaining access to educational programs.

Regent Policy Document (RPD) 4-12 Academic Program Planning, Review, and Approval in the UW System, delineates the program planning framework.

SYS 102, Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting elaborates on RPD 4-12 and represents the principal policy guiding the University of Wisconsin System Administration (UWSA) and the University of Wisconsin institutions (UW institutions) in operationalizing all activities related to systemwide array management.

1.2 Managing the Array: Participants and Roles
Within the scope of Chapter 36, Wis. Stats., the BOR, the UWSA, and the UW institutions have specific roles in program planning, approval, delivery, implementation, reporting, and review.

1.2.1 THE BOARD OF REGENTS

Chapter 36, Wis. Stats., gives the BOR the authority to “ensure the diversity of quality undergraduate programs.” In fulfilling this statutory role, the BOR has oversight over the UWSA and the UW institutions “to ensure that these entities meet their respective roles and responsibilities.” As a steward of the UW System’s overall resources, the BOR is also responsible for ensuring a balance between access to education and cost-effectiveness in the development and maintenance of programs. The BOR requires the UWSA and the UW institutions to follow the specific principles, guidelines, and practices described in RPD 4-12 (https://www.wisconsin.edu/regents/policies/academic-program-planning-review-and-approval-in-the-university-of-wisconsin-system/). SYS 102, Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting operationalizes these principles, guidelines, and practices. New academic degree program proposals must be submitted, at the recommendation of the President of the UW System, to the BOR for approval and must be approved by the BOR prior to implementation.

1.2.2 THE UW SYSTEM ADMINISTRATION

The UWSA is responsible for managing the UW System's academic degree program array in alignment with BOR policy. Management of the array entails: consulting with the UW institutions in the planning of new programs; monitoring and analyzing the current array, including degree productivity, distance education offerings, and modes of delivery; working with the UW institutions in identifying gaps in the current array to address changing and emerging workforce and societal needs; and supporting the BOR and the UW institutions in bringing new programs to the BOR for approval. The President currently delegates this work to the Office for Academic and Student Affairs (ASA). Specifically, the Associate Vice President for Academic Programs and Educational Innovation (APEI) and System staff work collaboratively with the UW institutions to ensure the development and implementation of high-quality degree offerings. APEI develops and implements broad guidelines and specific criteria, priorities, analyses, and procedures for comprehensive planning and program review decisions.

1.2.3 THE UW INSTITUTIONS

Chapter 36 Wis. Stats., also delineates specific roles for Chancellors and faculty in academic program planning. The Chancellors of the UW institutions, in consultation with their faculties, are responsible for designing curricula congruent with their distinct missions, setting degree requirements, determining academic standards, instituting criteria for eliminating and suspending programs, and establishing grading procedures. Specifically, the faculty of each institution, subject to the responsibilities and powers of the BOR, the President, and the Chancellor, has primary responsibility for academic and educational activities.

Each institution appoints a program planning liaison in the institution’s Provost's Office, who is typically an Associate Provost and who is broadly familiar with program planning and review processes. This liaison is responsible for communicating all UWSA and BOR rules and policies to the institution’s constituents, for screening and finalizing all
written and supporting materials in accordance with UWSA and BOR policies and formats, and for acting as the main contact for all actions regarding SYS 102, *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting*.

2. Approval Process for New Academic Degree Types/Programs

2.1 Overview of Approval Process

The policies outlined in this section are intended to guide academic degree program (program) approval as determined by the University of Wisconsin System Administration (UWSA) and the Board of Regents (BOR). Each University of Wisconsin institution (UW institution) has its own internal processes for developing, approving, and reviewing new programs. It is recommended that the institutional capital planning staff be consulted as part of the process. Good practice dictates that UW institutional leaders informally update Academic Programs and Educational Innovation (APEI) via afgp@uwsa.edu about nascent and emerging ideas for new programs to allow for consultation and exchange of information that may be relevant to the early planning process.

2.1.1 DEFINITION OF A NEW ACADEMIC DEGREE PROGRAM (MAJOR)

New programs are defined as:

1. Any program that will conclude with the conferral of a degree at the bachelor degree level or above in any field or major not previously offered; generally speaking, new programs are also majors. Included within this definition are existing submajors (also called minor, concentration, track, or emphasis) that a university or college wishes to elevate to a stand-alone degree program.
   
   a. Associate Degrees do not require BOR approval but do require approval by the Associate Vice President (AVP) of APEI. Associate Degrees can only be conferred as an Associate of Arts, an Associate of Science(s), or an Associate of Arts and Science (see Section 2.5).

2. Any existing program that is altered to such an extent that a change in the first two digits of the Classification of Instructional Programs (CIP) code or any change to the major code is required.

3. Any program authorized at one degree level that will be offered at another level, either in addition to, or in place of, the existing program.

4. Any program authorized at one degree type of BA/BS or MA/MS that is adding another type within the same degree level if curricular changes made to the program will impact more than 50% of the degree requirements (see Section 3.2 for Redirecting).

Notes:

- Special conditions apply to doctoral degrees, particularly professional practice or clinical doctorates at comprehensive institutions (see Section 4).
- Additional considerations apply to collaborative degrees (see Section 5).
The degree name and type on the student’s diploma and transcript should match the approved program name and type.

### 2.1.2 OUTLINE OF THE APPROVAL PROCESS

The approval process for a new program has three steps as described below:

**Step 1: Approval to Plan**

The first step involves requesting approval to plan a new program. During this step, the institution submits a Notice of Intent that serves as a request to start the pre-Board planning process at its institution. The AVP of APEI must authorize the request to plan in order for the process to continue to the next step.

**Step 2: Degree Authorization**

If the request to plan is approved by the AVP, the institution moves to the authorization step, which can last as little as a week or as long as three years, depending on the readiness of the institution. During this period, the institution is authorized to prepare the appropriate documents which include the Request for Authorization to Implement a Degree (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Request-for-Authorization-to-Implement-a-Degree.pdf), a Letter of Commitment (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Letter-of-Commitment.pdf) from the proposing institution’s Provost, and a Cost and Revenue Projections for Newly Proposed Program (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Copy-of-Cost-and-Revenue-Projections-for-Newly-Proposed-Program.xlsx) spreadsheet.

**Step 3: Degree Implementation**

If the BOR authorizes the new program, the institution moves to the final implementation step of the process.

### 2.2 Approval to Plan

#### 2.2.1 THE NOTICE OF INTENT DOCUMENT

The intended audience for the Notice of Intent is UW Chancellors, Provosts, and their staff members, as well as UWSA administrators and staff. Once formally submitted to APEI, the Notice of Intent becomes a public document.

The Notice of Intent should be up to three pages in length and include the following information:

- The name of the proposed program, the institutional setting, the mode of delivery, and institutional contact information;
- A description of the new program that includes anticipated program and learning outcomes;
- Sufficient information about content and program level so that reviewers can understand how the program may relate to other offerings;
- Existing or anticipated resources required to deliver the program;
- Information on other required approvals to offer the program beyond the BOR (such as accreditation bodies, including the Higher Learning Commission [HLC]) should be included;
Evidence of how the new program aligns with the institutional mission, strategic plan, and existing academic degree program array and a link to the institution’s academic strategic plan; and

A rationale that clearly defines the need for the new program, including market and student demand in the context of local, regional, and systemwide programs. The rationale should include evidence that the program will not produce unnecessary program duplication. Unnecessary is defined as the addition of an academic degree program that is already offered by 50% or more of the UW institutions when there is a lack of convincing evidence that student demand exists to financially support and sustain its addition.

2.2.2 PROCESS FOR APPROVING THE NOTICE OF INTENT

2.2.2.1 Distribution of the Notice of Intent

After completing preliminary institutional planning processes, the proposing institution’s Provost sends the Notice of Intent to APEI and to the Provosts at all University of Wisconsin System (UW System) institutions via pprnoticeofintent@maillist.uwsa.edu.

2.2.2.2 Comment Period

- Institutions have 10 working days to review the Notice of Intent and respond to the proposing institution’s Provost with the following:
  - Opportunities for potential collaboration;
  - Concerns, including questions of duplication; and/or
  - General comments regarding other aspects, such as the compatibility of the proposed program with the institution’s mission.

Institutions may request from the proposing institution’s Provost additional time to respond, typically no longer than 10 working days. Concurrent with the institutional review, the AVP of APEI conducts a review of the Notice of Intent, focusing on overall systemwide array and other matters in accordance with BOR and UWSA policy.

2.2.2.3 Review of Comments

Within five working days of the end of the comment period, the proposing institution’s Provost compiles all responses and forwards them to APEI and to the Provosts at all the UW institutions via pprnoticeofintent@maillist.uwsa.edu. If an institution has not responded with comments or concerns by the end of the comment period, this is interpreted to mean that it has no serious concerns or issues with the program being proposed.

2.2.2.4 Addressing Concerns

Within 20 working days after the end of the comment period, if there are concerns, issues, or opportunities for collaboration, the proposing institution’s Provost must consult with those institutions raising them. By the end of the 20 working day period, the Provost at the proposing institution and the Provost(s) at the institution(s) raising the concerns, issues, or opportunities for collaboration must submit separate statements to APEI and to the other Provosts via pprnoticeofintent@maillist.uwsa.edu that outline how the concerns, issues, or opportunities for collaboration will be addressed.
If facilitated resolution is requested by one or more of the Provosts, the AVP will determine the appropriate manner in which to proceed with the request(s).

As part of the decision-making process, APEI may request additional data from the UW institutions regarding the proposed program and existing programs in similar areas.

### 2.2.2.5 Notification of Approval/Denial of Request

If no concerns, issues, or opportunities for collaboration have been raised by the institutions or upon completion of facilitated resolution or upon receipt of institutional data, the AVP will, as expeditiously as possible, approve or deny the request to plan the new program. In their role as the staff to the BOR, the AVP will take into account systemwide concerns in making its decision.

If approved, the institution enters into the Degree Authorization period. The Degree Authorization automatically expires three years after the date of the APEI memo.

If the request for approval to plan a new program is denied, the institution may appeal to the Vice President (VP) of the UWSA Office for Academic and Student Affairs. The decision of the VP is final.

### 2.3 Degree Authorization

#### 2.3.1 THE REQUEST FOR AUTHORIZATION TO IMPLEMENT A DEGREE DOCUMENT

The intended audience for the Request for Authorization to Implement a Degree document includes the members of the BOR, administrators, and other interested parties. The Request for Authorization to Implement a Degree is a public document. The Request for Authorization to Implement a Degree document must follow the UW System BOR format.

The Request for Authorization to Implement document should be eight to 10 pages in length and must address foundational elements: who, what, where, when, and why. The use of technical jargon should be minimized and acronyms should be clearly defined. The document should be written to convey the purpose and need for the proposed program; the benefits of the program to the institution; the ability of the institution to carry out the program; and the likely value to, and impact on, students and the residents of Wisconsin. The BOR template with format, requirements, and details can be found by downloading the Request for Authorization to Implement a Degree form.

#### 2.3.2 THE INSTITUTIONAL LETTER OF COMMITMENT

The Letter of Commitment is submitted by the institution’s Provost. The letter should be addressed to the President of the UW System (copied to the AVP of APEI) and affirm that:

- The program has been designed to meet the institution’s definition and standards of quality and will
make a meaningful contribution to the institution’s select mission, overall academic plan, and academic degree program array;

- There is institution-wide support for the program, including institutional governance approval;
- The necessary financial and human resources are in place and/or have been committed to implement and sustain the program; and
- Program evaluations are in place.

2.3.3 THE COST AND REVENUE PROJECTIONS FOR NEWLY PROPOSED PROGRAM SPREADSHEET

The purpose of the Cost and Revenue Projections for Newly Proposed Program (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Copy-of-Cost-and-Revenue-Projections-for-Newly-Proposed-Program.xlsx) spreadsheet is to document the financial sustainability of the program. The spreadsheet shows projected revenues and indicates how new or existing resources will be (re)allocated to offset the program costs. The projection will cover a five-year period.

2.3.4 PROCESS FOR DEGREE AUTHORIZATION

The proposing institution’s Provost (or institutions’ Provosts in the case of a collaborative program) submits all authorization materials, including the Request for Authorization to Implement a Degree (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Request-for-Authorization-to-Implement-a-Degree.pdf), the Letter of Commitment (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Letter-of-Commitment.pdf), and the Cost and Revenue Projections for Newly Proposed Program (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Copy-of-Cost-and-Revenue-Projections-for-Newly-Proposed-Program.xlsx) spreadsheet as described above to APEI via afgp@uwsa.edu at least eight weeks in advance of the BOR meeting at which the institution requests that the proposal be considered. APEI will work closely and extensively with the institution on finalizing the documents to prepare them for submission to the President and the BOR.

The President decides whether or not to recommend the proposed program to the BOR for approval. The BOR decides whether or not to authorize the program. The BOR’s policies can be found here (https://www.wisconsin.edu/regents/policies/).

The AVP of APEI notifies the institution of the BOR’s decision and provides instructions about implementation. Authorizations that are not implemented three years after the date of BOR approval will automatically expire. APEI will send a reminder six months prior to the expiration date. If an institution wants to request an extension, the Provost sends a formal request to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu) no later than three months before the expiration date. Extensions may be granted for a period of no more than one year.

2.4 Degree Implementation

At least four weeks in advance of the desired implementation term, the proposing institution’s Provost notifies APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu) of the following:
- The implementation year and term for the approved program;
- The academic year in which the first review of the program will occur and the date by which the institution will submit the results of the first review to APEI; and
- If HLC or other accrediting agency approval of the new program is required. If accreditation(s) and/or approval(s) are required, upon approval, a copy of the notification letter(s) is sent to APEI via afgp@uwsa.edu.

Once all of the above information is received, APEI sends a memo acknowledging the start date of the program, the date the program will be reviewed, and the CIP and major codes assigned to the program. Policy Analysis and Research provides information to the UW Higher Education Location Program (UW HELP) for posting on the UW System Majors and Other Academic Programs Database (MajorMania).

### 2.5 Associate Degrees

Adding an Associate Degree at a UW institution that is not currently approved to offer an Associate Degree requires approval by APEI. Once an institution is approved to offer an Associate Degree, it may offer the Associate of Arts, the Associate of Science(s), and/or the Associate of Arts and Science degrees.

At least 12 weeks before the desired effective date when the institution wants to offer an Associate Degree, the Provost provides the following information to APEI via afgp@uwsa.edu:

- A clear description of the Associate Degree the institution wishes to add;
- A brief rationale for the action;
- Confirmation of the approval of the appropriate institutional governance body or bodies;
- If HLC approval will be needed; and
- The desired effective date.

APEI will contact the institution regarding any questions or clarifications. The AVP of APEI approves or denies the request as expeditiously as possible.

If the addition of an Associate Degree requires HLC action, APEI should be notified via afgp@uwsa.edu.

### 2.6 Institutional Quality Control

The UW faculty, with oversight by Deans, Provosts, Chancellors, and higher education accreditation agencies, are responsible for developing, implementing, and reviewing high-quality program offerings in ways that leverage academic strengths and respond to emerging workplace and societal needs. See Section 6 for information on Reviews.

### 3. Existing Academic Degree Types/Programs
Changes and updates will be recorded in the Central Data Request (CDR) database, maintained by Policy Analysis and Research, using the date stated in the memo issued by Academic Programs and Educational Innovation (APEI). The functionality of the CDR does not permit retroactive entry of data.

3.1 Eliminating an Academic Degree Type

Eliminating an existing academic degree type of B.A., B.S., M.A. or M.S. requires written notification at least four weeks prior to the desired effective date. The elimination of other degree types usually represents the elimination of an entire academic degree program (see Section 3.4).

The Provost provides the following information to APEI via afgp@uwsa.edu:

- A clear description of the action to be taken;
- A brief rationale for the action;
- The potential impact on students currently enrolled;
- The potential impact on faculty and academic staff;
  - Confirmation of the approval of the appropriate institutional governance body or bodies; and
  - The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

3.2 Renaming or Redirecting an Academic Degree Program

3.2.1 RENAMING AN ACADEMIC DEGREE PROGRAM

Renaming a program requires written notification at least four weeks prior to the desired effective date.

Curricular changes may not exceed 30% of the requirements for the program and the entire major code must remain the same. It is assumed that no changes will be made to the CIP code. If there will be a change to the Classification of Instructional Programs (CIP) code, the institution should consult with their APEI Program Planning, Review, and Array Management liaison via afgp@uwsa.edu.

The Provost provides the following information to APEI via afgp@uwsa.edu:

- The name change;
- A brief rationale for the change;
- Confirmation that the above renaming criteria have been met;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.
3.2.2 REDIRECTING AN ACADEMIC DEGREE PROGRAM

Redirecting a program requires written notification at least four weeks prior to the desired effective date.

Curricular changes to the program’s degree requirements may not exceed 50%; the entire major code must remain the same; and the first two digits of the CIP code must remain the same. Generally, such revisions are reflective of a change in market demand for new or shifting career paths.

The Provost provides the following information to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu):

- The nature of the redirection;
- Confirmation that the above redirection criteria have been met;
- A rationale for any change to the CIP code and/or change in curriculum;
- The potential impact on students currently enrolled;
- The potential impact on faculty and academic staff;
  - Confirmation of the approval of the appropriate institutional governance body or bodies; and
  - The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

3.3 Suspending Admissions to an Academic Degree Program

3.3.1 BACKGROUND

Suspending admissions allows an institution to temporarily remove a program from the systemwide academic degree program array and, if appropriate at a later date, reinstate the program when demand and resources justify the continued operation of the program without Board of Regents (BOR) approval.

While in suspension, the program in question is not included in the systemwide array or listed in the University of Wisconsin System Majors and Other Academic Programs Database (MajorMania (http://majormania.uwex.edu/)). Institutions should not “unpublish” a program in MajorMania or the institution’s catalogue without also submitting notification of program suspension.

Continuing students will count as a part of institutional degree productivity.

3.3.2 PROCESS TO SUSPEND ADMISSIONS

Suspending admissions to a program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu):

- The rationale for the program suspension;
- The potential impact on students currently enrolled;
• The potential impact on faculty and academic staff;
• Confirmation of the approval of the appropriate institutional governance body or bodies; and
• The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

3.3.3 REINSTATEMENT OF ADMISSIONS TO A SUSPENDED PROGRAM

Officially suspended programs can be reinstated at any time during a period of five years.

Reinstating admissions to a suspended program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu):
• The rationale for reinstatement;
• The resources available to support faculty, staff, labs, equipment, etc.;
• Projected enrollments and student demand;
• Confirmation of the approval of the appropriate institutional governance body or bodies; and
• The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

3.3.4 ELIMINATION OF SUSPENDED PROGRAMS

Programs suspended for a period of five years will be automatically closed and eliminated from the CDR database. At any time during this five-year period, a UW institution can send written notification to permanently eliminate the program (see Section 3.4). The period of five years begins on the date of the APEI notification memo that is issued per Section 3.3.2. APEI will notify institutions six months prior to the elimination date. Upon closure, the institution may not enroll new students.

3.4 Eliminating an Academic Degree Program

3.4.1 PRINCIPLES FOR EVALUATING ACADEMIC DEGREE PROGRAM ELIMINATION

In evaluating programs for possible elimination, consideration should be given to the following:
• The quality of the program in the areas of teaching and learning, and the contributions of its faculty in research, creative activity, and service;
• The contribution of the program to the mission and strategic plan of the institution, the overall quality of academic offerings, and the strategic plan of the institution;
• Student demand for the program as measured by student enrollment, retention, graduation trends,
and applicable variables;

- The resource implications of retaining or eliminating the program;
- The uniqueness/redundancy of the program within the institution and across the UW System;
- Opportunities for collaboration with other programs within the institution or at other UW institutions; and
- The impact of program elimination on systemwide array and student access to programs.

### 3.4.2 PROCESS FOR ELIMINATION

Eliminating a program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via afgp@uwsa.edu:

- A brief description of the program elimination;
- A brief rationale for the change;
- The potential impact on currently enrolled students;
- The potential impact on faculty and academic staff;
  - Confirmation of the approval of the appropriate institutional governance body or bodies; and
  - The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

### 3.5 Distance Delivery of an Academic Degree Program

#### 3.5.1 BACKGROUND

For new programs, UW System Administration (UWSA) and BOR approval are required. UW institutions must follow the process detailed in Section 2.

UWSA adopts the Higher Learning Commission’s (HLC) current definition for distance delivery and correspondence delivery. If a student can earn the degree by taking 50% or more of the work in distance courses as defined by the HLC, the program is considered a distance delivery degree program.

The UWSA's primary roles in distance delivery matters are to minimize unnecessary duplication of, and competition between, programs (systemwide array management); to maintain accurate records of distance delivery degree programs throughout the UW System; to review opportunities for the efficient use of resources systemwide; and to ensure that requirements for delivering programs to citizens of other states are met. Information about state authorization requirements can be found at [http://wcet.wiche.edu/](http://wcet.wiche.edu/).

#### 3.5.2 OFFER 100% ONLINE DELIVERY
Offering an existing face-to-face degree program via 100% distance delivery (whether or not the face-to-face delivery is being eliminated) requires written notification at least 12 weeks prior to the desired effective date.

The Provost provides the following information to APEI and all Provosts via pprnoticeofintent@maillist.uwsa.edu (mailto:pprnoticeofintent@maillist.uwsa.edu):

- A brief description of the existing program that will be offered via 100% distance delivery;
- Whether the program will continue to be offered via face-to-face delivery, and the percentage that will be offered via face-to-face delivery;
- A brief rationale for the change, including opportunities that will be made available to students;
- The potential impact on students, including an assessment of any changes in costs;
- The potential impact on faculty and staff;
- Information on how any lab courses required for the degree will be handled;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

Provosts have 10 working days to review the information and respond via pprnoticeofintent@maillist.uwsa.edu (mailto:pprnoticeofintent@maillist.uwsa.edu) if there are concerns.

If no institutional concerns are raised, and if there are no systemwide concerns, APEI will issue the notification memo within 15 working days after the end of the Provosts' review. If there are institutional or systemwide concerns, the AVP of APEI will determine the appropriate manner in which to proceed and will issue an approval or denial memo in an expeditious manner.

3.5.3 OFFERING 50% OR MORE, BUT LESS THAN 100%, OF AN EXISTING ACADEMIC DEGREE PROGRAM VIA DISTANCE DELIVERY

Offering 50% or more, but less than 100%, of an existing academic degree program via distance delivery requires written notification at least four weeks prior to the desired effective date. It is assumed that face-to-face delivery will continue.

The Provost provides the following information to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu):

- A brief description of action(s) to be taken;
- The percentage of the program that will be offered via distance delivery and the percentage of the program that will continue to be offered via face-to-face delivery;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

3.5.4 ADD FACE-TO-FACE DELIVERY TO AN EXISTING 100% DISTANCE
DELIVERY PROGRAM

Adding face-to-face delivery to an existing 100% distance delivery program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu):

- A description of the action to be taken;
- The percentage of the program that will be offered via face-to-face delivery and the percentage of the program that will continue to be offered via distance delivery;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
  - The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

3.6 Direct Assessment Competency-Based Delivery of an Academic Degree Program

3.6.1 BACKGROUND

For new programs, UWSA and BOR approval are required. Institutions must follow the process detailed in Section 2.

UWSA adopts the Higher Learning Commission’s (HLC) (http://ncahlc.org/) definition for direct assessment, competency-based delivery. A complete list of the characteristics of programs requiring HLC approval, along with the screening form and substantive change application, may be found here (https://www.hlcommission.org/Monitoring/institutional-change.html?highlight=WyJkaXJlY3QiLCJhc3Nlc3NtZW50IiwiZGlyZWN0IGFzc2Vzc21lbnQiXQ==).

UW institutions that seek to offer Direct Assessment Competency-Based programs should refer to the guidelines specified in the U.S. Department of Education’s Dear Colleague Letter (https://ifap.ed.gov/dpcletters/GEN1423.html).

3.6.2 PROCESS FOR DIRECT ASSESSMENT COMPETENCY-BASED DELIVERY

Offering an existing academic degree program where 100% of the degree can be obtained via direct assessment competency-based delivery (such as the UW Flexible Option (http://flex.wisconsin.edu/)) requires written notification at least 12 weeks prior to the desired effective date.

The Provost provides the following information to APEI and all Provosts via pprnoticeofintent@maillist.uwsa.edu (mailto:pprnoticeofintent@maillist.uwsa.edu):

- A brief description of the program;
- A description of how the intended learning outcomes for the major or degree are equivalent to those in the existing program;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

Provosts have 10 working days to review the information and respond via pprnoticeofintent@maillist.uwsa.edu (mailto:pprnoticeofintent@maillist.uwsa.edu) if there are concerns.

If no institutional concerns are raised, and if there are no systemwide concerns, APEI will issue the notification memo within 15 working days after the end of the Provosts’ review. If there are institutional or systemwide concerns, the AVP of APEI will determine the appropriate manner in which to proceed and will issue an approval or denial memo in an expeditious manner.

APEI should be notified via afgp@uwsa.edu (mailto:afgp@uwsa.edu) when HLC approval has been obtained.

3.7 Extending an Academic Degree Program to an Additional Location

3.7.1 EXTENDING AN ACADEMIC DEGREE PROGRAM TO AN ADDITIONAL LOCATION IN WISCONSIN

Extending an academic degree program to another UW institution/campus, or to another county in Wisconsin, requires written notification at least 12 weeks prior to the desired effective date.

The Provost provides the following information to APEI and all Provosts via pprnoticeofintent@maillist.uwsa.edu (mailto:pprnoticeofintent@maillist.uwsa.edu):

- The details of the program extension;
- A brief rationale for the planned extension;
- The degree name(s) and type(s), and the address(es) of the additional location(s);
- For programs that will operate within a county in which another UW institution/campus is located, the notice must include details about any cooperative or collaborative arrangements;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

Provosts have 10 working days to review the information and respond via pprnoticeofintent@maillist.uwsa.edu (mailto:pprnoticeofintent@maillist.uwsa.edu) if there are concerns.

If no institutional concerns are raised, and if there are no systemwide concerns, APEI will issue the notification memo within 15 working days after the end of the Provosts’ review. If there are institutional or systemwide concerns, the AVP of APEI will determine the appropriate manner in which to proceed and will issue an approval or denial memo in an expeditious manner.

APEI should be notified via afgp@uwsa.edu (mailto:afgp@uwsa.edu) when HLC approval has been obtained.
3.7.2 EXTENDING AN ACADEMIC DEGREE PROGRAM TO AN ADDITIONAL PHYSICAL LOCATION BEYOND WISCONSIN, INCLUDING INTERNATIONAL LOCATIONS

Extending a program to an additional physical location beyond Wisconsin requires written notification at least four weeks prior to the desired effective date. UW System Administrative Policy 120 (SYS 120), *Regarding Offering On-Site Undergraduate and Graduate and Other Instruction Programs* (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-policy-regarding-offering-on-site-undergraduate-and-graduate-and-other-instruction-programs/) may apply.

The Provost provides the following information to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu):

- The details of the program extension;
- A brief rationale for the planned extension;
- The degree name(s) and type(s), and the location of the additional location(s);
- Confirmation of the approval of the appropriate institutional governance body or bodies;
- If authorization to operate is required by the jurisdiction in which the additional site is located; and
- The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

APEI should be notified via afgp@uwsa.edu (mailto:afgp@uwsa.edu) when HLC approval has been obtained.

3.7.3 CLOSING THE DELIVERY OF AN ACADEMIC DEGREE PROGRAM AT AN ADDITIONAL PHYSICAL LOCATION

Closing the delivery of an academic degree program at an additional physical location requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via apgp@uwsa.edu (mailto:apgp@uwsa.edu):

- A brief rationale for closing the additional location;
- The potential impact on students;
- The potential impact on faculty and staff; and
  - The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

4. Establishing Professional Doctoral Programs at Comprehensive Institutions
These principles and guidelines are in addition to all other established requirements and guidelines for the approval of a new academic degree program (program) (see Section 2). These guidelines apply to University of Wisconsin (UW System) institutions within the comprehensive mission cluster. For institutions within the doctoral cluster, UW-Madison and UW-Milwaukee, these guidelines do not apply.

4.1 Principles

4.1.1 ENHANCE ACCESS TO PROFESSIONAL DEGREES

The goal of offering professional doctorates at the comprehensive institutions is to provide high-quality professional doctoral degrees in fields where there are clearly defined market needs. Professional doctorates should be offered as a response to the evolution in a field such that a professional doctorate is necessary to continue to serve a population of students that may have previously been served at the master’s level.

The development of professional doctorates may also respond to the needs of place-bound students, regional employer needs, space limitations in UW-Madison or UW-Milwaukee programs, or a clear demonstration that UW-Madison and/or UW-Milwaukee cannot fulfill the identified need.

Professional doctorate programs do not include Ph.D.s. Only UW institutions within the doctoral cluster can offer Ph.D. programs.

For new and emerging fields of study that do not exist at the master’s level within the UW System, the professional doctorate will be offered through UW-Madison and/or UW-Milwaukee.

4.1.2 ENHANCE EFFICIENCIES AND AVOID UNNECESSARY DUPLICATION

Collaboration with other institutions will remain a key consideration in the development of new professional doctorates. In the case of collaborative programs, the proposal should demonstrate that the institutions have the capacity and logistical ability to jointly offer the program. The proposal should also include evidence that the professional degree does not unnecessarily duplicate already existing or similar degrees at other UW institutions. Unnecessary is defined as the addition of a doctoral academic degree program that is already offered by 50% or more of the UW institutions when there is a lack of convincing evidence that student demand exists to financially support and sustain its addition.

4.2 Criteria and Process for Establishing Professional Doctorates

A request to establish a professional doctorate must follow the approval processes outlined in Section 2.

Upon approval to plan, the Request for Authorization to Implement a Degree (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Request-for-Authorization-to-Implement-a-Degree.pdf) document must also address how the proposal meets the following criteria:

- Professional doctorates should be offered at institutions that have pre-existing infrastructure, and faculty capacity and expertise to support the doctoral level program.
The proposal should demonstrate that the proposed professional doctorate is high-quality in terms of the rigor of its curriculum, program objectives, and its available resources, including faculty and facilities;

Delivery of programs should ensure that the state’s workforce needs are addressed and that students have reasonable access to the education necessary to meet those needs;

The degree should prepare students for professional practice in a specific field. The proposal should demonstrate that the degree is necessary based on new practice requirements, accreditation requirements, or for licensure in the professional field of study;

The proposal should demonstrate that the doctoral degree does not reduce the integrity of the institution’s undergraduate mission, does not take away resources devoted to undergraduate education, and does not undermine the strength of undergraduate academic degree program array offerings;

The proposal should assure that offering a professional doctorate will not result in the significant shifting of undergraduate teaching load from faculty to adjuncts and/or instructional academic staff;

The proposed professional doctorate should be carefully targeted to align with the goals, select mission, and strategic plan or direction of the specific institution. The program should also align with the UW System’s mission and strategic plan;

Professional doctorate proposals should demonstrate national, regional, and local market needs in specific professional fields; and

Program pricing for a professional doctorate at an institution should be competitive with peer institutions and aligned with market demand.

4.3 Mission Modification

The request to offer a professional doctorate in an institution’s academic degree program array may result in a review by Academic Programs and Educational Innovation of the institution’s select mission prior to authorization by the Board of Regents.

5. Academic Degree Program Partnerships Offered through a Consortial Agreement

5.1 Background

Academic degree program (program) partnerships, including those with international institutions or organizations, support efforts to manage competition for resources and avoid unnecessary duplication of programs. (Unnecessary is defined as the addition of an academic degree program that is already offered by 50% or more of the University of Wisconsin institutions (UW institutions) when there is a lack of convincing evidence that student demand exists to
financially support and sustain its addition.) Such programs are offered through a consortial agreement between institutions. Staff members at partner institutions work together on the development, implementation, administration, and/or delivery of the curriculum and program.

Institutions must comply with accrediting standards and federal regulations relative to the provision of contractual or consortial agreements. Definitions of contractual and consortial agreements, core components, and criteria for programs offered through such an agreement may be found in the Higher Learning Commission’s (HLC) Criteria for Accreditation standards (CRRT.B.10.010) (http://policy.ncahlc.org/Policies/criteria-for-accreditation.html). Conditions governing written agreements to provide educational programs administered by the U.S. Department of Education (CFR Section 668.5) may be found in the Department of Education policy (https://www.gpo.gov/fdsys/granule/CFR-2011-title34-vol3/CFR-2011-title34-vol3-sec668-5).

For the purposes of University of Wisconsin System (UW System) program planning, consortial program partnerships involve two accredited institutions of higher education and fall into three categories.

1. A **collaborative academic degree program** is a program that is authorized by the Board of Regents (BOR) to be jointly offered by more than one UW institution. Each degree-granting institution involved in the collaboration has the authority to grant the degree. The institutions establish a consortial agreement to administer the degrees and provide a proportion of the educational program.

2. A **cooperative degree program** is an academic partnership in which one or each institution is independently authorized to grant the degree. The degree that was authorized by the BOR was not contingent on the partnership. Two or more institutions or organizations establish a consortial agreement to provide a proportion of the educational program.

3. A **dual degree program** is one that involves two or more programs offered by two or more institutions that the student pursues concurrently. Each of the institutions offers a proportion of the educational degree program that is common to both degrees.

### 5.2 Key Factors to Consider in Planning an Academic Degree Program Partnership through a Consortial Agreement

When planning a program partnership that will be offered through a consortial arrangement, in addition to HLC and Federal Department of Education requirements, institutions are encouraged to consider the following key questions.

**A. Program Faculty**

*Instructional*

- What will the curriculum be for this program?
- Which faculty will teach in this program?
- What delivery methods will be used?
- If the institutions’ practice differs, what grading system, etc., will be used?
- How will student learning outcomes be assessed and how will this program be evaluated?

*Academic Administration*
How will student recruitment and advising be administered?

What are the admission criteria for students seeking to enter this program?

How will the scheduling, timetable, cross-listing, etc., in various program locations be accomplished?

How will faculty, staff, and student assistants be hired and promoted?

B. Administrative Staff

Financial Administration

- What funding model will be used and how will tuition be set to support that funding model?
- How will students in the program be counted (full-time equivalency and headcount)?
- How will segregated fees and, if applicable, United Council fees, be determined for students in the programs?
- How will program costs and revenues be distributed?

Financial Aid

- Which institution is the “providing” institution for financial aid purposes?
- If the institutions have different term lengths, what impact will that have on financial aid?

Admissions/Registration/Transfer

- What will be the institutional admission criteria/prerequisites?
- How will admissions to the program be handled?
- How will student data from the program be reported to UW System and others?
- How will the program resolve calendar differences?
- How will the program resolve enrollment and registration issues?
- How will the program conduct marketing and recruitment?

Student Support Services

- Academic and Career Advising
  - How will students in the program receive advising?
  - How will advisors be trained to serve students in the program?
- Disability Services
  - How will students in the program receive or access disability services?
  - How will disability services for students in the program be funded and reported?
- Student Conduct
  - Which institution will pursue disciplinary action when students are involved in academic or non-academic misconduct allegations? (e.g., location of incident? faculty institutional affiliation?)
- Health Services
How and where will students in the program have access to student health and counseling services?

- Information Technology

Will students obtain a university ID, an ID number, and associated rights at each institution?

- Library Services

How will students use the library resources at each institution?

- Recreational Sports/Athletics/Unions

How and where will students access these services?

C. Conflict, Mediation, and Dissolution Planning

- How will the institutions manage academic and administrative program disputes that arise due to disagreements over curricula or program administration?

5.3 Cooperative or Dual Degree Consortial Programs

If a new program partnership results in a new cooperative or dual degree program but does not comprise a new program, the institution reports the new partnership to afgp@uwsa.edu at least four weeks prior to the effective date. Institutions also report updates, such as changes and eliminations, to afgp@uwsa.edu at least four weeks prior to the effective date.

5.4 Collaborative (Consortial) Academic Degree Programs

5.4.1 COLLABORATIVE ACADEMIC DEGREE PROGRAMS OR JOINING AN EXISTING COLLABORATIVE PROGRAM

If a program partnership comprises a new program, or in cases where a UW institution seeks authorization to grant a degree as part of an existing collaborative program, the institution(s) must follow the approval process for a new program (see Section 2).

5.4.2 DISSOLUTION OF A COLLABORATIVE ACADEMIC DEGREE PROGRAM

5.4.2.1 Dissolution in Conjunction with Authorization of One or More New, Independent Programs

The dissolution of a collaborative program and the simultaneous re-authorization of one or more of the degrees as independent programs require the approval of the University of Wisconsin System Administration (UWSA) and the Board of Regents (BOR). The dissolution and authorization(s) are accomplished through a single resolution by the BOR.

See Section 5.4.3 if the collaborative is to be dissolved with no reauthorization(s). See Section 5.4.4 if one or more, but not all, institutions wish to withdraw from the collaboration.

5.4.2.2 Process for Dissolving a Collaborative Program and the Simultaneous Re-Authorization of One or More as Independent Programs
Dissolving a collaborative program and the simultaneous re-authorization of one or more of the degrees as independent programs requires written notification at least 12 weeks prior to the BOR meeting at which the institution(s) requests that the proposal be considered.

The Provosts at the UW institutions involved in the collaboration jointly provide the following information to Academic Programs an Educational Innovation (APEI) and all Provosts via pprnoticeofintent@maillist.uwsa.edu:

- A brief rationale for the change;
- The potential impact on currently enrolled students;
- The potential impact on faculty and academic staff;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

Provosts have 10 working days to review the information and respond via pprnoticeofintent@maillist.uwsa.edu if there are concerns.

APEI will issue the notification memo within 15 working days after the end of the Provosts’ review. If there are institutional or systemwide array concerns, the Associate Vice President (AVP) of APEI will determine the appropriate manner in which to proceed and will issue an approval or denial memo in an expeditious manner.

5.4.2.3 Dissolution Documents

If approved to move forward, the Provosts at the UW institutions involved in the collaborative program are jointly responsible for assembling the documents listed below and submitting them at least eight weeks in advance of the desired BOR meeting to APEI via afgp@uwsa.edu for review and approval by officials at the UWSA and the BOR.

The documents that are reviewed and approved by the UWSA for submission to the BOR are listed below:

1. A request for dissolution and authorization of independent programs.

The request must be a single document that is co-written and jointly submitted by the Provosts of all institutions involved in the collaborative program. The request must clearly outline:

- the background information regarding the current partnership, including enrollment, and graduation data over the past 10 years, or life of the program if the program has been active for fewer than 10 years;
- the justification for the dissolution;
- confirmation that the dissolution of the collaborative program and the establishment of an independent program have been approved by the appropriate institutional governance body or bodies at all institutions involved in the collaborative program;
- verification from the appropriate professional accrediting bodies (if applicable) of the process to re-accredit independent programs;
- a detailed plan as to how students currently enrolled in the program would be transitioned to
independent accredited programs, without loss of credit or time to degree; and

- convincing evidence of:
  - sufficient student and market demand to support one or more independent programs;
  - the capacity of each institution to sustain an independent program, in terms of faculty and staff, facilities, technology, etc.; and
  - sufficient existing resources at each institution in the collaborative program requesting authorization to offer the program independently.

2. A letter from the Provost at each institution involved in the collaborative program affirming support for the dissolution and the authorization of independent programs.


### 5.4.3 DISSOLUTION WITHOUT AUTHORIZATION OF NEW, INDEPENDENT PROGRAMS

The dissolution of a collaborative program without the subsequent authorization of any degrees as independent programs is treated as an elimination of the programs (see Section 3.4). The notification must be jointly submitted.

### 5.4.4 WITHDRAWAL OF ONE OR MORE, BUT NOT ALL, PARTNERS

The withdrawal of one or more, but not all, of the partners in a collaborative program requires written notification at least 12 weeks prior to the desired effective date. If more than one institution wishes to withdraw, the notification must be jointly submitted.

The institution(s) withdrawing from the collaborative will no longer be authorized to offer the program and it will be treated as eliminated at this institution(s) (see Section 3.4). The remaining institution(s) will continue to be authorized to collaboratively or independently offer the program. If the withdrawing institution(s) wishes to independently offer the program, but is not currently authorized to do so, the institution(s) must follow the approval process for a new program (see Section 2).

The Provost(s) provides the following information to all of the institutions in the collaboration, and APEI via afgp@uwsa.edu:

- A brief rationale for the change;
- A detailed plan as to how students currently enrolled in the program would be transitioned into another institution within the collaborative without loss of credit or time to degree;
- The potential impact on faculty and academic staff;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.
If there are no concerns from the other institutions in the collaborative, APEI will issue the notification memo within 15 working days after receipt of the information. If there are concerns from the other institutions in the collaborative, the AVP of APEI will engage in facilitated discussion with the institutions involved.

### 5.4.5 CONFLICT AND DISSOLUTION PLANNING

UW institutions will work collegially through any conflicts or disagreements regarding the dissolution of, or withdrawal from, a collaborative program. If a mutually satisfactory resolution is not reached, an institution(s) can request facilitated resolution by the AVP of APEI by sending a written request to afgp@uwsa.edu.

#### 5.5 Transfer Agreements

##### 5.5.1 BACKGROUND

There are two types of articulations: course-to-course and program-to-program. UW System Administrative Policy 135 (SYS 135), *UW System Undergraduate Transfer Policy* (https://www.wisconsin.edu/uw-policies/docs/uw-system-undergraduate-transfer-policy/) contains policies that govern course-to-course articulation agreements and UW System Administrative Policy 140 (SYS 140), *UW System Guidelines for Articulation Agreements between UW System Institutions and WTCS Districts* (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-guidelines-for-articulation-agreements-between-uw-system-institutions-and-wtcs-districts/) contains policies that govern program-to-program articulation agreements. In the UW System, transfer information is available on the Transfer website (https://www.wisconsin.edu/transfer/).

1. **Course-to-Course**

   Typically, a receiving institution agrees to accept a course (or set of courses) from another institution as a course (or set of courses) or for elective credit at the receiving institution. These credit equivalencies are recorded and maintained in the institution's Student Information System and in the UW System Transfer Information System (https://www.wisconsin.edu/transfer/wizards/).

2. **Program-to-Program**

   More often, articulation agreements reference formal agreements between institutions that allow credits earned in a specific program to be applied to a specific program at the receiving institution. These program-to-program transfer agreements allow a student to earn credits in a program (or earn an associate degree) at one institution and transfer at an advanced level to the receiving institution. These agreements may be between two institutions or may encompass multiple institutions. See SYS 140 (https://www.wisconsin.edu/uw-policies/docs/uw-system-undergraduate-transfer-policy/), *UW System Guidelines for Articulation Agreements between UW System Institutions and WTCS Districts* for guidelines and here (https://www.wisconsin.edu/transfer/agreements-campus/) for a listing of articulation agreements.

#### 6. Review
6.1 Types of Institutional Review

University of Wisconsin institutions (UW institutions) conduct or undergo a number of academic degree program reviews. These include first reviews, recurring reviews, external accreditation, and general education program revisions.

6.1.1 FIRST REVIEW OF AN ACADEMIC DEGREE PROGRAM

In its implementation notification, the UW institution informs Academic Programs and Educational Innovation (APEI) when it anticipates completing the first review of the new program. Within 20 working days of the completion of the first institutional review of a new academic degree program (program), institutions submit a one-page narrative to APEI via afgp@uwsa.edu summarizing the results of the review. If the external or institutional review bodies identify areas of concern, the Associate Vice President (AVP) of APEI will follow up with the institution about its action plan for addressing the concerns.

6.1.2 REGULAR (RECURRING) REVIEW OF EXISTING ACADEMIC DEGREE PROGRAMS

Each institution is responsible for comprehensive and intensive re-examination of all academic programs. The review should lead to recommendations that a program be:

- Continued in its present form;
- Changed in form or direction, meaning a redirection of a program (see Section 3.2);
- Consolidated with other programs, meaning a redirection of a program (see Section 3.2); or
- Suspended or eliminated (see Section 3.3 and Section 3.4).

6.1.3 EXTERNAL ACCREDITATION

As a means of demonstrating that educational quality has met standards external to the institution, UW System institutions must be accredited by a regional accrediting agency. In addition, some programs (e.g., social work and engineering) must be accredited by a professional accrediting agency or association. Accreditations are reported APEI as part of the Annual Program Planning, Review, and Array Management Report (see Section 7.1).

6.1.4 GENERAL EDUCATION PROGRAMS

Information regarding general education program requirements should be posted on the institutional website. When revisions are made to the requirements, the UW institution should immediately post the revisions on the institution’s website. Within 20 working days of substantive revisions to the requirements, the UW institution notifies all and APEI via pprnoticeofintent@maillist.uwsa.edu. The notice should include a link to the webpage where the information is posted.

6.2 Systemwide Reviews
The Board of Regents (BOR) may periodically request institutions to provide information about program evaluation, metrics of quality, and outcomes. If necessary, an external reviewer might be charged with conducting a lateral review of one or more programs across the UW System.

### 6.3 Monitoring Low-Degree-Producing Academic Degree Programs

#### 6.3.1 BACKGROUND

Undergraduate programs offered by more than 50% of all UW institutions are those that are reviewed for degree productivity. The degree productivity expectation is no less than 25 graduates over a five-year period, excluding all world language programs and individually designed programs. The review period for new programs in this category begins six years after the program’s implementation.

#### 6.3.2 PROCESS FOR LOW PRODUCING PROGRAMS

##### 6.3.2.1 Institutional Review

UW institutions review and address low-degree-producing programs, based on mission and resources.

For all low-degree-producing programs, institutions may establish and follow more stringent policies or guidelines than those outlined in this section.

##### 6.3.2.2 UW System Review

APEI conducts a review of all undergraduate majors in the UW System for degree productivity at least every five years as part of its responsibility for systemwide academic degree program array management. This review may be conducted separately or in conjunction with other UW System reviews of programs.

Programs that do not meet the degree productivity minimum expectations as described above are provided to UW institutions. Institutional responses are due to APEI via afgp@uwsa.edu within 20 working days upon receipt of the information.

If an institution wants to retain a low-degree-producing program, the Provost provides a brief justification for continuing the program. The justification should include plans to increase enrollment, combine the program with another program, or offer the program in partnership with another institution. In addition, low-degree-producing programs that were previously identified as low-degree-producing and continue to be low-degree-producing must also provide a description of the strategies that were employed to increase enrollment and provide a Cost and Revenue Projections for Newly Proposed Program (https://www.wisconsin.edu/uw-policies/download/related_documents/102/Copy-of-Cost-and-Revenue-Projections-for-Newly-Proposed-Program.xlsx) document for the most recent academic year.

APEI will respond after a review of the information. The response will be included in the University of Wisconsin System Annual Program Planning, Review, and Array Management Report to the BOR (see Section 7.1).

If the institutional response is to suspend or eliminate a low-degree-producing program, no justification is necessary (see Section 3.3 and Section 3.4 for information on suspension and elimination).
7. Reporting

7.1 University of Wisconsin System Annual Program Planning, Review, and Array Management Report

At the end of the academic year, Academic Programs and Educational Innovation (APEI) validates, collects, and collates data for the previous academic year from each University of Wisconsin institution (UW institution). The data may be submitted to the Board of Regents.

Each UW institution confirms that APEI has accurately recorded the information provided by the institution and submits any additional required information not previously reported. The data requested from each institution include institutional recurring program review activity; accreditations; program changes; current program collaborations; and any new programs in the planning stage.

All data are submitted electronically to APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu) on the forms provided.

7.2 Credit Certificates and Submajor Information

The University of Wisconsin System Administration recognizes the approval requirements set forth by the Higher Learning Commission (http://ncahlc.org/).

Institutions are encouraged to publish current submajor and certificate program information within the UW System Majors and Other Academic Programs Database (MajorMania (http://majormania.uwex.edu/)) in order to provide a complete picture of what UW System has to offer.

8. Schools and Colleges

8.1 Background

Chapter 36.09(1)(gm)1, Wis. Stats. (http://docs.legis.wi.gov/document/statutes/36.09(1)(gm)1.) “The board shall not create, except as specifically authorized by the legislature in each instance, any new college, school or its functional equivalent if such college, school or functional equivalent has academic programs at the graduate or professional, post-baccalaureate level.”

Chapter 36.09(1)(gm)1, Wis. Stats. (http://docs.legis.wi.gov/document/statutes/36.09(1)(gm)1.) “For the purposes of this paragraph, college or school means an academic unit below the institutional level but above the departmental level, including but not limited to a graduate school, law school, medical school, social work school, architecture school, business school and a public administration school.”

Chapter 36.09(1)(gm)2, Wis. Stats. (http://docs.legis.wi.gov/document/statutes/36.09(1)(gm)2.) “For the purposes of this paragraph, a new college or school shall be deemed to have been created if an administrative position of dean or its functional equivalent is established and if a new instructional program, separate and distinct from the programs currently available at that institution, is established.”
8.2 Establishing a School or College

In all cases, establishing a college or school requires approval by the UW System Administration (UWSA) and the Board of Regents (BOR). UWSA staff work with the institution to determine if the state statute applies in its particular case.

The Provost sends a memo to Academic Programs and Educational Innovation (APEI) via afgp@uwsa.edu at least 12 weeks prior to the desired effective date that includes the following information:

- The rationale for establishing the college or school;
- The administrative structure of the college or school;
- The redirection of campus resources to establish the college or school;
- Confirmation of the approval by the appropriate institutional governance body or bodies; and
- The desired effective date.

The Associate Vice President (AVP) of APEI responds with a memo copied to the Provosts and program planning liaisons.

8.3 Renaming or Eliminate a School or College

Renaming or eliminating a school or college requires approval by the UWSA.

The Provost sends a memo to APEI via afgp@uwsa.edu at least 12 weeks prior to the desired effective date that includes the following information:

- The rationale for renaming or eliminating the college or school;
- Confirmation of the approval by the appropriate institutional governance body or bodies; and
- The desired effective date.

The AVP of APEI responds with a memo approving or denying the request, copied to the Provosts and program planning liaisons. In some instances, the BOR needs to approve the renaming of a school or college.

9. Establishing or Altering Institutional Missions

9.1 Background
The University of Wisconsin System (UW System) Board of Regents (BOR) establishes and oversees UW System and institutional missions for each of the System’s 15 institutions. The following policies and statutes are of relevance:

Chapter 36.01(2), Wis. Stats. This establishes the mission for the UW System. The BOR is directed to establish a mission statement for each UW institution (Chapter 36.09(1)(b), Wis. Stats.). The statute directs the BOR to establish a mission that specifically defines the types of academic program each institution will offer and to establish policies and practices to implement institutional mission and programming.

Chapter 36.09(1)(b), Wis. Stats. “The board, after public hearing at each institution, shall establish for each institution a mission statement delineating specific program responsibilities and types of degrees to be granted.”

Chapter 36.09(1)(d), Wis. Stats. “The board shall establish policies to guide program activities to ensure that they will be compatible with the missions of the institutions of the system. To this end, the board shall make all reasonable effort to provide night courses.”

Regents Policy Document (RPD) 1-1 adopts the statutory UW System mission language indicated in Chapter 36 and core mission statements for the doctoral institution cluster and the university institution cluster. Within the framework of mission statements, the BOR delegates responsibilities to the institutions and the UWSA, respectively. Institutional program planning cannot deviate from nor expand upon an institutional mission statement without BOR approval.

9.2 Process for Establishing or Altering Institutional Missions

1. The institution notifies Academic Programs and Educational Innovation (APEI) at afgp@uwsa.edu of its intent to establish or alter its mission statement. The rationale and an analysis of the impact on the UW System must be included.

2. The institution develops the mission statement with wide institutional input and appropriate institutional governance approvals. The institution’s Provost regularly updates APEI during this process.

3. The institution notifies the Higher Learning Commission (HLC) of its intent to alter its mission statement.

4. Prior to formal submission, it is recommended that the Chancellor or Provost forward a copy of the draft select mission statement to APEI at afgp@uwsa.edu for consultation. The Associate Vice President (AVP) of APEI examines whether the language and format of the revised mission meet the statutory requirements. The AVP provides feedback and works with the institution to prepare the materials needed for formal submission to the UW System President and the BOR.

5. The Chancellor sends the mission statement, marked with the date at which it was approved by institutional governance, to APEI, the President, and the Vice President (VP).
for Academic and Student Affairs (ASA) at least 12 weeks in advance of the desired BOR meeting for the first reading. The AVP will assess the functionality of the mission and whether the statement contains the statutorily required components, including a listing of the general degrees offered by the institution and a general description of academic programs or areas of focus of the institution. After receiving all materials, the AVP works with the institution to prepare the materials needed for submission to the BOR. Materials submitted must include:

- A Microsoft Word (not PDF) copy of the current or original mission statement;
- The revisions to the current mission as a document with tracked changes or strikeouts;
- A clean copy of the revised mission statement with the date at which it was approved by institutional governance; and
- A cover letter from the Chancellor addressed to the UW System President, explaining the rationale for the changes, the scope and the impact of the changes, and a request to place the mission revision on the BOR’s agenda.

Upon formal submission of a request to alter a select mission, the AVP of APEI, the Office of General Counsel, and the VP of ASA review the request. The AVP reports summative findings and recommendations to the UW System President. If approved by the UW System President, the AVP works with the institution to prepare the background materials for submission to the BOR.

6. The Chancellor or the Provost presents the mission statement at a meeting of the BOR for initial review (first reading). No action is taken at this time.

7. The institution conducts a public hearing on campus with a member of the BOR presiding. The Executive Director of the BOR should be contacted about organizational details and Regent selection for this task. This meeting should be widely publicized, including publication in the Wisconsin State Journal, and allow input from any individual who requests to be heard, including members of the institutional administration, faculty, staff, students, and the general public.

8. The Chancellor submits a memo to the Office of the President (copied to the AVP of APEI via afgp@uwsa.edu and the VP of ASA) summarizing the outcomes of the public hearing.

9. Upon approval of the UW System President, the institution presents the final mission statement to the BOR for a second reading and final approval. Materials must be submitted to APEI via afgp@uwsa.edu at least eight weeks in advance of the desired BOR meeting. Materials submitted must include:

- A cover letter from the Chancellor;
- A Microsoft Word (not PDF) copy of the current or existing mission;
- A copy with tracked changes; and
- A clean copy of the proposed new mission.
10. Upon approval by the BOR, the institution secures approval from the HLC to alter its mission statement, and notifies APEI via afgp@uwsa.edu (mailto:afgp@uwsa.edu) of the effective date.

11. The Office of the Board of Regents maintains the official record of all UW System mission statements.

10. Reference

10.1 Reference Materials

The following materials can be found at https://www.wisconsin.edu/program-planning/ (https://www.wisconsin.edu/program-planning/):

- Template – Request for Authorization to Implement a Degree
- Template – Cost and Revenue Projections for Newly Proposed Program
- Pricing Policies
- Annual Program Planning, Review, and Array Management Report
- Academic Information Series (ACIS)
- Academic Planning Statements (ACPS)
- Link to the Wisconsin Educational Approval Board (EAB)

10.2 Document Revision History

- ACIS-1 August 1984
- ACIS-1.1 October 1987
- ACIS-1 September 1992
- ACIS-1 November 10, 1995
- ACIS-1 December 1998
- ACIS-1 May 2000
- ACIS-1 August 2002
- ACIS-1 July 2003
- ACIS-1 June 2006
- ACIS-1 May 2008
- ACIS-1 June 2009
- ACIS-1 December 2009
- ACIS-1 April 2010
- ACIS 1.0 September 2012
- ACIS 1.0 July 01, 2016
- ACIS 1.0 renamed SYS 102: Policy on University of Wisconsin System Array Management:
This document replaces ACIS 1.0., revised September 2012. This document also replaces:

- ACIS 1.1 and ACIS 4
- ACPS 1 and 1.1
- Approval for Distance Delivery, November 2013
- Establishing Professional Doctorates, March 2014
- Guidelines for Academic Program Suspension, November 2009
- Monitoring Low-Degree-Producing Programs, July 2010
- Planning Collaborative Programs, December 2012
- Principles for Academic Program Consolidation and Elimination, April 2003

10. 3 Related documents:

- Regent Policy Document 4-12, Academic Program Planning, Review, and Approval in the University of Wisconsin System
- UW System Administrative Policy 110, UW System Board Of Regents Criteria For Approval Of Wisconsin Technical College System Collegiate Transfer Programs
- UW System Administrative Policy 120, UW System Policy Regarding Offering On-Site Undergraduate and Graduate and Other Instruction Programs
- UW System Administrative Policy 135, UW System Undergraduate Transfer Policy
- UW System Administrative Policy 140, UW System Guidelines For Articulation Agreements Between UW System Institutions And WTCS Districts

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UW System Transfer Policy

UW System Administrative Policy 135 (SYS 135) University of Wisconsin System Undergraduate Transfer Policy (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-undergraduate-transfer-policy/) (Formerly ACIS 6.0) sets general transfer policy for all UW System campuses. Key aspects of the policy, as well as other general transfer information, are summarized here:

**Principles of Accommodation for UW Students**

Principles established by the policy include:

- Academic policies should apply to students transferring from another UW campus in the same way they apply to students who are continuing at the same UW campus. For example, the same requirements for admission to majors and programs should apply to both groups of students.
- A course that fulfills a general education requirement (e.g., humanities) or an ethnic studies requirement at one UW campus should count as general education requirements or ethnic studies at the transfer campus.
- Students who transfer with a UW Associate Degree will have satisfied university wide, college or school general education at their transfer campus. Consult an advisor regarding additional proficiency, college, school, or program requirements not covered by this policy.

**Residency Requirements**

Most campuses require all students to complete a specific number of credits " in residence" that is, at that campus, in order to obtain a degree. Transfer students are responsible for fulfilling any such residency requirements.

**Transferring from a Two-Year Campus**

UW Colleges:

- Students may generally transfer up to 72 credits from the UW Colleges. Some UW campuses may accept additional credits, where appropriate.
- UW Colleges Guaranteed Transfer Program:
  
  *Students who: (1) begin college at a UW Colleges campus, (2) earn the necessary credits for junior status at the UW campus they wish to attend, and (3) have a 2.0 GPA [2.80 to UW-Madison for current students] are guaranteed admission to the UW transfer institution. Students must complete the Guaranteed Transfer Forms prior to earning 30 credits. More information on the UW Colleges Guaranteed Transfer Program can be found here (http://uwc.edu/admissions/transfer/guaranteed-
Wisconsin Technical College System (WTCS):

- Students may generally transfer up to 72 credits from a non-baccalaureate institution. This includes transfer credits from programs at Wisconsin Technical Colleges. Some UW campuses may accept addition credits, where appropriate.
- Courses from WTCS associate degree occupational programs may be accepted by UW campuses in two ways:
  - Approved WTCS general education courses in communications, social sciences, behavioral sciences, mathematics, and natural science may transfer. Use the Transfer Course Wizard to learn how specific courses transfer.
  - In some cases, UW campuses will accept in transfer occupational/ technical courses from WTCS applied associate degree programs. You may find this information using the Transfer Course Wizard.
- UW and WTCS campuses have over 500 transfer (or articulation) agreements that permit WTCS students enrolled in specific associate degree programs to transfer additional occupational credit. These agreements are found in the articulation agreements section.

Transfer Credit Appeal Process

Upon being admitted, you will receive a credit evaluation showing how transferred courses equate to courses at your new campus. You will also receive a “degree audit” that shows how your courses apply toward particular program and degree requirements. (This degree audit may be a part of the credit evaluation or may be a separate document that you receive later.)

Review this information very carefully. If you believe there has been an error in the credits granted in transfer, or if you think a transfer course should count toward a particular requirement and it is not reflected on the degree audit, take action!

Students have the right to appeal credit evaluations. Generally, the first step is to ask the individual or office that provided the evaluation to reconsider. If you are not satisfied with the resolution to your concern, you may file a formal appeal. Consult the individual listed as the transfer contact for your campus to discuss the appeal process. The Office of the Vice Chancellor can also provide you with campus policies regarding transfer, appeal procedures, and other academic matters.

For unresolved transfer concerns, contact:
Diane Treis Rusk, Director of Undergraduate Education
608-261-1115
dtreisrusk@uwsa.edu

Students’ Responsibilities
Plan Ahead

- Consult academic advisors at both your campus and intended transfer campus as you plan your coursework each semester.
- Know the graduation requirements that will apply to you.
- Learn the admission requirements for the transfer campus and the college or school and program you wish to enter.
- Apply Early! Transfer students who have been admitted and whose credit evaluations are completed are permitted to register for classes with continuing students.

File Forms on Time

- Transfer students must complete an application for admission and submit transcripts from all schools previously attended. Unless a student is transferring from a UW Colleges campus, an application fee is required.
- Financial aid does not automatically transfer to another institution. Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) and have it sent to the transfer campus. Some campuses also require an institutional financial aid application and a Financial Aid Transcript (FAT) that indicates what aid, if any, students received at their previous school(s).
- Contact the appropriate offices (Admissions, Financial Aid, Housing) at the transfer campus regarding necessary forms and deadlines: Transfer Websites (https://www.wisconsin.edu/transfer/uw-wtcs-transfer-sites/) and Transfer Contacts (https://www.wisconsin.edu/transfer/contacts-advocates/).
- Ask Questions! If you experience any difficulty with transfer, let the people (https://www.wisconsin.edu/transfer/contacts-advocates/) who can help know of your concerns!

Relevant Documents for SYS 135

- UW System Administrative Policy 110 (SYS 110) UW System Guidelines For Articulation Agreements Between UW System Institutions And WTCS Districts (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-guidelines-for-articulation-agreements-between-uw-system-institutions-and-wtcs-districts/) (Formerly ACIS 6.2)
- UW System Administrative Policy 140 (SYS 140) UW System Board of Regents Criteria for Approval of Wisconsin Technical College System Collegiate Transfer Programs (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-guidelines-for-articulation-agreements-between-uw-system-institutions-and-wtcs-districts/) (Formely ACIS 1.2)
- Board of Regents 7.1 (https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-undergraduate-transfer-policy/)
- Wisconsin Statutes, § 36.11(3b, 3c, 3cm) – Transfer Information System (http://docs.legis.wisconsin.gov/statutes/statutes/36)
- Wisconsin Statutes, § 36.31(2m) – 30-Credit Transfer
UW-WTCS Universal Credit Transfer Agreement (UCTA)

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SYS 135 Appendix A: Principles and Guidelines for Quality Prior Learning Assessment

As with the assessment of classroom learning, the objective of prior learning assessment is to identify student competency on a specific set of learning outcomes. To support that objective, the faculty-based Prior Learning Assessment Academic Planning and Policy Task Force (2011) developed a number of principles and guidelines that institutions use in the development of quality prior learning assessment practices. These principles and guidelines were informed by Prior Learning Assessment (PLA) practices and procedures in place at University of Wisconsin (UW) System institutions, peer systems and institutions and, in part, on the standards established by the Council for Adult and Experiential Learning (CAEL). Additionally, they were developed in alignment with criteria for accreditation and assumed practices established by the Higher Learning Commission and the joint transfer principles established by the American Council for Education (ACE), the American Association of College Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation (CHEA).

These principles of quality prior learning assessment include:

1. Establish and articulate clear basic principles regarding credit for prior learning.
2. Credit for prior learning is awarded based on assessed learning outcomes, not for experience.
3. Credit for prior learning is documented and represents college-level achievement and competency of learning outcomes that are equitable to those assessed within a conventional college-level course.
4. Credit for prior learning assessment is based on standards and criteria that measure appropriate levels of learning and uses established practices and methodologies.
5. Credit for prior learning assessment is conducted by appropriate academic subject matter or credentialing experts.
6. Institutions articulate to students their credit for prior learning options and processes and advise students as to how credit earned through prior learning assessment will be applied to a student’s academic program.

Prior Learning Assessment Academic Guidelines

Guided by these PLA academic principles, the PLA Task Force recommended that each UW System institution establish and implement guidelines and develop policies and procedures regarding awarding credit for prior learning. The following reflects the Task Force’s recommended guidelines for the major categories of PLA – nationally recognized exams, course-specific examinations designed by an institution’s faculty, and credit by portfolio review.

A. Nationally Recognized Standardized Exams. Each UW System institution provides opportunities for admitted students to demonstrate college-level learning through nationally recognized standardized examinations.
Guidelines to support this practice include:

1. UW System institution policies specify the type of standardized credit by standardized examination opportunities that are available to an admitted student.

2. Recognized exams may include, but are not be limited to the following options –
   - Advanced Placement (AP) examinations;
   - International Baccalaureate (IB) examinations;
   - College Level Examination Program (CLEP) examinations;
   - Excelsior/UExcel examinations (f.k.a. Regents College Exams);
   - DSST (f.k.a. DANTES).

3. Minimum scores required to earn credit be established and published by individual UW System institutions and are easily accessible and available to students.

4. Information specifying how specific exams and scores will apply to the student’s academic program is easily accessible and available to students.

B. **ACE Credit Recommendations.** Each UW System institution may provide opportunities for an admitted student to demonstrate college-level learning through the review of previously completed military and non-military training reviewed by the American Council on Education (ACE).

   1. UW System institutions specify which courses are available for credit utilizing the ACE Credit Recommendations, and those that may require supplemental assessments.

   2. UW System institutions develop a process for students to initiate a request that a course be considered for PLA using ACE credit recommendations and any supplemental assessments.

   3. Credit may be awarded following an evaluation of the ACE credit recommendations and supplemental assessment by an individual faculty member or by a team of faculty members and/or other selected personnel with expertise in the subject matter to be evaluated.

   4. Information specifying how credit earned through ACE credit recommendations that will be applied to a student’s academic program is easily assessable and available to the student.

C. **Course-specific Examinations Designed by Institution’s Faculty.** Each UW System institution may provide opportunities for an admitted student to demonstrate college-level learning through course-specific examinations designed by an institution’s faculty. Guidelines to support this practice include:

   1. UW System institutions specify which courses are available for credit by faculty-designed examination.

   2. UW System institutions develop a process for students to initiate a request that a course be considered for PLA by faculty-designed exam.

   3. Evaluation of the examinations will be carried out by the appropriate content area expert.

   4. Minimum standards required to earn credit by course-specific examinations be set by individual UW System institutions and their faculty and are easily accessible and available to students.

   5. Information specifying how specific exams and scores will apply to the student’s academic program is easily accessible and available to students.

D. **Credit by Portfolio Review.** UW System institutions may elect to offer a student the opportunity to earn college credit through portfolio review. If a UW System institution or program provides this option, the following
guidelines are recommended:

1. Specify which courses or programs qualify for credit by portfolio review and in what degree program areas the credit may be applied.

2. Offer a course or other form of instruction designed to teach a student how to prepare an effective portfolio.

3. Credit may be awarded for completion of a portfolio development course independent of the outcome of the assessment of the portfolio.

4. Credit awarded that is based upon portfolio review meets the following criteria:
   - Credit is granted for college-level learning obtained during work or other experience, not for the experience itself.
   - The learning is documented and represents college-level achievement.
   - Under most circumstances, credit is awarded without grades.
   - If the assignment of a grade is deemed necessary or appropriate, the grade reflects the quality of the prior learning and not the quality of the portfolio design.

5. Credit may be awarded following an evaluation of the portfolio by an individual faculty member or by a team of faculty members and/or other selected personnel with expertise in the subject matter to be evaluated.

6. Information specifying how credit earned through portfolio assessment that will be applied to a student's academic program is easily assessable and available to the student.

Additional PLA Guidelines

In addition to these PLA academic guidelines, the PLA Task Force recommended that the following guidelines are followed by all UW System institutions. These guidelines apply to both academic planning and non-academic planning areas.

Academic Planning

1. Personnel involved in prior learning assessment pursue and receive adequate training and continuing professional development for the functions they perform.

2. Ensure PLA transfer policy and practices are consistent with the UW System Administrative Policy 135 (SYS 135), UW System Undergraduate Transfer Policy (https://www.wisconsin.edu/uw-policies/docs/uw-system-undergraduate-transfer-policy/).

3. Transcription of PLA conform to standards to be established by UW System policy.

4. UW System institutions consider if and how prior learning assessment will be incorporated within new academic program proposals.

5. The UW System establish and maintain a system-wide repository of UW System institution course-specific exams.

Non-Academic Planning

1. UW System institutions develop and set PLA fee guidelines to support institutional development of fee policies that are consistent and equitable across the System.
2. UW System and institutions identify and assess the impact that PLA award and fee structures will have on student financial aid planning and aid eligibility.

3. UW System institution practices recognize, support, and encourage the contribution of faculty/staff involved in PLA.

4. Opportunities and policies related to PLA be widely disseminated to students.

5. Advising practices include processes to ensure policies, procedures, and criteria applied to PLA, including provision for appeal, are fully disclosed and prominently available to all parties involved in PLA.

6. UW System institutions collect information to recognize, assess, and create market demand for PLA programs.

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I. Introduction

The University of Wisconsin System (UW System) welcomes transfer students from accredited colleges and universities both within and outside Wisconsin. The UW System Undergraduate Transfer Policy endorses a student-centered transfer process which fosters educational attainment, accommodates student mobility, and provides equitable treatment of transfer and continuing students. At the same time, this transfer policy recognizes legitimate differences among educational institutions, their missions and academic programs, and acknowledges institutional autonomy and program integrity. In order to maintain our commitment to transfer students, this policy should be reviewed periodically and updated as needed.

II. Admission of Transfer Students

Transfer students will be evaluated for admission through a comprehensive, individualized review process. This process allows institutions to admit students whose academic preparation, background and personal experience suggest that the student will succeed at the institution, benefit from that educational experience, and contribute to the educational environment. This review process is similar to the practice for the admission of the freshmen to UW institutions. (See Regent Policy 7-3, University of Wisconsin System Freshman Admissions Policy)

A. Transfer applicants must demonstrate that they are prepared to do satisfactory academic work at the institution to which they are applying, and that, as members of the campus community, they will benefit from and enrich the educational environment and enhance the quality of the institution. Each applicant’s file will be given a comprehensive review. Academic information considered will include the student’s postsecondary academic records, and may also include high school records, standardized test scores, and/or other relevant academic information.

B. While academic factors are the most important consideration, other factors may also be considered. These factors include, but are not limited to, student experiences, work experience, leadership qualities, motivation, community service, special talents, status as a non-traditional or returning adult, status as a veteran of the U.S. military, whether the applicant is socioeconomically disadvantaged, and whether the applicant is a member of an historically underrepresented racial or ethnic group.

C. Transfer students who do not qualify under the provisions above may appeal through the appropriate institutional appeal procedures. Institutions should publish appeal procedures in the catalog or another official institution publication.

D. Admission requirements into schools/colleges, academic programs or majors may exceed those for admission to the institution. Such requirements for entry shall apply equally to continuing and transfer students.
E. Admission requirements for non-resident transfer students will be the same as those for other transfer students except that an institution may adopt special requirements for international student applicants. (Note: for purposes of this policy, Minnesota students eligible for reciprocity are considered as residents.)

F. Regent enrollment planning policy establishes limits on non-resident enrollment (Regent Policy 7-3. University of Wisconsin System Freshman Admissions Policy). Each UW institution may limit the admission of non-residents to ensure that the total non-resident undergraduate enrollment does not exceed the Regent limit.

1. If the number of qualified non-resident transfer students exceeds the ability of the institution to accommodate them, or if the institution needs to ensure that priority is granted to students transferring from UW institutions are specified in II.F. below, the institution shall determine the criteria for selection from among qualified applicants.

G. For enrollment management purposes, the number of transfer students admitted may be controlled. In such cases, institutional policy will determine the criteria by which limitations of access shall be applied, but preference for admission of transfer students shall be given to students transferring from the UW Colleges, and from other UW institutions where the student’s desired major or program is not offered, subject to the limits of an institution’s enrollment target.

III. Transfer Credit Principles

The UW System endorses the Joint Statement on the Transfer and Award of Credit developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the American Council on Education (ACE), and the Council for Higher Education Accreditation (CHEA). This document sets forth a number of basic assumptions regarding the transfer of credit between institutions, be they similar or dissimilar, as well as recommended best practices for developing institution-specific policies and procedures.

Following the principles set forth in the Joint Statement, each UW institution should award transfer credit based on the combination of the quality, comparability, and applicability of the sending institution’s academic program.

A. Quality of the Academic Program. The legitimacy and quality of the sending institution can be evaluated in part by its accreditation status. Both institutional and programmatic accreditation should be considered when assessing the potential for transfer credit.

1. Institutional Accreditation. Credit is generally awarded for college level coursework completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). Foreign institutions must be recognized by the Ministry of Education (or equivalent) in that country.

2. Programmatic Accreditation. If the sending institution is accredited by a programmatic accrediting association recognized by CHEA, credit may be granted in the specialty of accreditation (e.g., art, music, etc.) if recommended by the appropriate academic department or equivalent.

3. Not Accredited. Credit earned in institutions of higher education not accredited as outlined in A.1. or A.2. above, is generally not accepted for transfer. However, credit may be granted for postsecondary work from non-accredited institutions by examination and/or upon departmental evaluation of course syllabi and other program information.

B. Comparability of the Academic Program. Credit is generally awarded when the sending institution’s mission,
type of education (occupational, liberal arts, professional), and level of degree (certificate, associate, baccalaureate, graduate) are comparable to that of the UW institution.

C. Applicability of the Academic Program. Credit is generally awarded when the academic program, level of study, and course content are similar in nature and applicable to the academic program of the UW institution.

IV. Principles of Accommodation

This policy endorses a student-centered transfer process designed to foster educational attainment, meet the needs of transfer students, and provide equitable treatment of transfer and continuing students. To achieve these goals, UW institutions are encouraged to apply the principles of accommodation detailed here.

A. For All Transfer Students

The following principles of accommodation apply to all students transferring into a UW System institution:

1. Institutions should apply transfer credits to degree requirements where appropriate.

2. Institutions should recognize general education/liberal arts requirements in terms of broad academic areas (social sciences, humanities, natural sciences, etc.) as well as specific courses.

3. Institutions may award transfer credit for courses for which they do not have a comparable department or curricular area, or for which they do not have direct course equivalent. Where appropriate, these credits should apply toward satisfying general education and other degree requirements. When applying a course toward general education/breadth requirements, the receiving institution generally applies it in the same category as similar courses at that institution. However, if the course fulfills a different category at the sending institution and the student requests that the original designation be applied, the request should be approved where appropriate.

4. In granting a direct equivalent to courses taken at other institutions, the attributes of the equivalent course should apply. However, in determining whether to award upper level credit for courses completed by transfer students, institutions may apply the same practice used for their own freshmen and sophomores.

5. UW institutions should apply academic policies and procedures to continuing and transfer students in a similar manner.

6. Students may generally transfer up to 72 degree credits earned at non-baccalaureate institutions. UW institutions may accept additional credits toward the degree where appropriate. This does not alter policies concerning credits to be earned in residence at an institution.

7. UW institutions should apply the same criteria for admission to a major or program, or for applying a course toward a degree, to both transfer students and continuing students.

8. Student course grades may be used as a factor to determine if, and how, transfer credit is applied, but the same principles should be applied to both transfer and continuing students.

9. If a student changes his/her academic major or program, all transfer credits may be reevaluated to determine if, and how, they apply to the new major or program.

10. All students will receive an evaluation of transfer credits. Institutions should make every effort to provide this evaluation prior to enrollment.

11. When a student transfers, the receiving institution will do its own evaluation of the transfer work based on
official transcript(s) from each institution the student attended. The student is responsible for submitting official transcript(s) from each sending institution to the receiving institution for transfer evaluation.

12. Transfer credits that have been awarded should be evaluated to determine which will apply to major requirements, general education/breadth requirements, competency requirements, or the graduation requirements of the specific program the student intends to pursue. Credits which are not applicable to the requirements of the specific program should be noted on an official campus document.

13. UW institutions should make every effort to provide admitted transfer students the opportunity to register with similar access to courses as continuing students.

14. Students should be informed in writing of the opportunity and procedures for appealing any course transfer determination.

B. For Students Transferring Within the UW System

The following additional principles of accommodation apply to students transferring within the UW System:

1. A course designated as fulfilling a general education/breadth requirement at one UW institution should transfer as general education/breadth at the receiving UW institution. This principle should apply whether or not the receiving institution has a direct course equivalent.

2. A course designated as fulfilling an ethnic studies requirement at one UW institution should apply toward the ethnic studies requirement at the receiving UW institution.

3. UW institutions should permit courses completed by UW System transfer students to transfer in accordance with the course equivalency in effect when the courses were taken.

4. UW institutions that permit continuing students to graduate using the catalog requirements in effect at the time of their matriculation should employ the same policy for UW System transfers using their date of matriculation at their first UW institution.

5. When a student transfers within the UW System, the record of all successfully completed undergraduate credit courses taken by the student at UW institutions previously attended should be reported on the transcript or another official campus document.

6. University level courses offered through UW-Extension will transfer on the same basis as equivalent courses taken at UW institutions.

7. Credit for prior learning that is internally assessed and transcribed as a course equivalent by one UW institution will be evaluated for transfer by the receiving UW institution on the same basis as courses taken at UW institutions.

8. Reverse transfer is intended for students who transfer from one associate degree granting UW institution to another UW System institution without completing the associate’s degree. The reverse transfer of credit is intended to add accumulated credits for the awarding of an associate’s degree at the sending UW institution.
   a. UW Colleges may enter into cooperating agreements for reverse transfer with other UW institutions. Participating institutions will maintain the integrity of their separate requirements and enter into an agreement as cooperating institutions that includes processes for student consent and sharing student academic information.
   i. Students must have earned at least 36 credits at UW Colleges.
ii. Advising to complete the associate’s degree will be done by UW Colleges.

iii. The associate’s degree will be awarded by UW Colleges.

b. UW comprehensive institutions with the authority to grant associate’s degree may enter into cooperating agreements for reverse transfer with other UW institutions. Participating institutions will maintain the integrity of their separate requirements and enter into an agreement as cooperating institutions that includes processes for student consent and sharing student academic information.

C. For Students Transferring with a UW Institution Associate Degree

For purposes of facilitating transfer between UW institutions, Associate Degrees awarded by UW institutions should include the minimum general education/breadth requirements defined by UW System policy. In recognition of these common requirements, the following principles apply:

1. UW baccalaureate-granting institutions shall consider transfer students holding such an Associate Degree to have satisfied the university-wide general education/breadth requirements of the receiving institution.

2. Colleges and schools may require transfer students to complete additional general education/breadth requirements beyond the university-wide total if also required of continuing students.

3. The following may not necessarily be satisfied by the Associate Degree:
   a. Competency requirements or levels of proficiency (e.g., English composition, speech, foreign language, math, quantitative reasoning) established by the receiving institution for continuing students.
   b. Upper division general education courses normally required of continuing junior and senior students.
   c. General education courses that are prerequisites to a particular program or major and are required of continuing students (e.g., micro and macro economics for business majors).
   d. Requirements mandated by external professional accrediting associations or program approving agencies (e.g., Department of Public Instruction, Accreditation Board for Engineering and Technology, American Assembly of Collegiate Schools of Business).

4. Students who transfer with an Associate Degree awarded by a UW institution which includes an ethnic studies (cultural diversity) component will be considered to have satisfied the ethnic studies requirement at any other UW institution. Transfer credits will be evaluated by the receiving institution on a course-by-course basis to determine if and whether credits will apply beyond the satisfaction of general education breadth requirements.

5. Transfer credits will be evaluated by the receiving institution on a course-by-course basis to determine if and whether credits will apply beyond the satisfaction of general education breadth requirements.

D. For Students Transferring From the Wisconsin Technical College System

Credit transfer between the Wisconsin Technical College System (WTCS) and the UW System is based upon the following principles:

1. Students transferring from the WTCS accredited liberal arts/collegiate transfer programs, to UW baccalaureate-granting institutions may generally transfer up to 72 credits earned at non-baccalaureate institutions. UW institutions may accept additional credits toward the degree where appropriate. This does not alter policies concerning credits to be earned in residence at an institution.
2. In cases where WTCS liberal arts/collegiate transfer programs award associate of arts/associate of science degrees that specifically align with the associate degrees awarded by UW institutions, the UW baccalaureate-granting institutions shall consider students holding such a degree to have satisfied the university-wide general education/breadth requirements at the receiving institution.

3. Colleges and schools may require transfer students to complete additional general education/breadth requirements beyond the university-wide total if also required of continuing students.

4. The following may not necessarily be satisfied by the WTCS associate of arts/associate of science (liberal arts) degrees:
   a. Competency requirements or levels of proficiency (e.g., English composition, speech, foreign language, math, quantitative reasoning) established by the receiving institution for continuing students.
   b. Upper division general education courses normally required of continuing junior and senior students.
   c. General education courses that are prerequisites integral to a particular program or major and are required of continuing students (e.g., micro and macro-economics for business majors).
   d. Requirements mandated by external professional accrediting associations or program approving agencies (e.g., Department of Public Instruction, Accreditation Board for Engineering and Technology, Association to Advance Collegiate Schools of Business).
   e. Ethnic studies/cultural diversity requirements.

5. UW institutions may grant transfer credit for general education (i.e., in communications, behavioral sciences, social sciences, mathematics, and natural science) offered within a WTCS applied associate degree program. In determining transferability of these courses, each UW institution will take into account the quality and comparability of the coursework and its applicability to degree requirements.

6. UW institutions may grant transfer credit on a course-by-course basis, for occupational and technical coursework leading to an applied associate degree from WTCS programs. In determining transferability of these courses, each UW institution will take into account the quality and comparability of the coursework and its applicability to degree requirements.

7. UW institutions should permit courses completed by WTCS transfer students to transfer in accordance with the course equivalency in effect when the courses were taken.

8. UW institutions should work with WTCS districts to identify areas where programs leading to an applied associate degree have direct relationships with baccalaureate degree programs. Where program relationships are found to exist, transfer articulation agreements, are encouraged. All such credit transfer and articulation agreements should conform to the “University of Wisconsin System Guidelines for Articulation Agreements between UW Institutions and WTCS Districts” (UW System Administrative Policy 140 (SYS 140), UIW System Guidelines For Articulation Agreements Between UW System Institutions And WTCS Districts (https://www.wisconsin.edu/uw-policies/docs/uw-system-guidelines-for-articulation-agreements-between-uw-system-institutions-and-wtcs-districts/)).

9. If an articulation agreement is in place, students in certain WTCS applied associate degree programs that subsequently enroll in a related UW baccalaureate degree program may be able to transfer related occupational and technical credits that may not transfer on a course-by-course basis. These credits may transfer to other programs at that institution or to other UW institutions only if a similar credit transfer or articulation agreement exists.
10. Reverse transfer is intended for students who transfer from a WTCS Liberal Arts program to a UW institution without completing the associate’s degree. The reverse transfer of credit is intended to add accumulated credits for the awarding of an associate’s degree by the WTCS institution. Participating institutions will maintain the integrity and authority of their separate requirements. Participating institutions will enter into an agreement that includes processes for student consent and sharing student academic information.

E. For Students Transferring between Wisconsin institutions participating in Universal Credit Transfer Agreement (UCTA)

The *Universal Undergraduate Credit Transfer Agreement (UCTA) between the University of Wisconsin System and Wisconsin Technical College System (WTCS)* satisfies the requirement expressed in the 30-credit transfer rule (*Wisconsin Statutes, § 36.31(2m)*). UW institutions will collaborate to review and maintain the agreement and meet the statutory requirement. The agreement is posted at [https://www.wisconsin.edu/transfer/universal-transfer/](https://www.wisconsin.edu/transfer/universal-transfer/).

V. Credit for Prior Learning

A. As with the assessment of classroom learning, the objective of prior learning assessment is to identify student competency related to a specific set of learning outcomes. To support that objective, the faculty-based Prior Learning Assessment Academic Planning and Policy Task Force (2011) developed a number of principles that institutions should use to guide development of quality prior learning assessment practices. These principles are outlined in [Appendix A](https://www.wisconsin.edu/uw-policies/135-appendix-a-principles-and-guidelines-for-quality-prior-learning-assessment/).

B. Each UW institution should provide transfer students the same opportunities as continuing students to demonstrate their competence through the use of internally and/or externally developed tests, ACE credit recommendations for military and non-military training, portfolio assessment procedures and/or other competency-based alternatives.

C. UW institutions may grant credit for educational accomplishment attained in extra-institutional settings (e.g., military, professional development, work-place training, etc.) on the basis of an internally developed assessment such as department exams and portfolio review; internal review of recommendations from organizations such as ACE’s Center for Adult Learning and Educational Credentials or the Council for Adult and Experiential Learning (CAEL) through the National College Credit Recommendation Service (NCCRS); or externally assessed standardized exams such as Advanced Placement (AP) or College Level Examination Program (CLEP). All credits awarded by the institution based on extra-institutional accomplishment must be clearly indicated on the student transcript.

D. Notwithstanding Board of Regents Policy Document (RPD) 4-11, 4-17, and 7-2, each institution will retain the prerogative to establish proficiency score levels, courses for which credit by examination is deemed appropriate, limitations of credit allowed, policies regarding testing fees, and other related policies that are consistent with the characteristics, ability and achievement of the particular student body at the institution.

E. Transfer of Credit for Prior Learning

1. Undergraduate credit for prior learning that is internally reviewed, assessed, and transcribed as a course equivalent by one UW institution will be evaluated for transfer credit by all UW institutions in
accordance with the Transfer Credit Principles found in Section III and the Principles of Accommodation found in Section IV of this policy.

a. The receiving institution will determine the course equivalent credits they will grant to the student and how the credit will apply to the degree, guided by existing institutional policies.

b. UW institutions will advise students that the receiving institution will review credits transferred and determine how the credit will apply to the degree.

2. Students who are awarded credit on the basis of external standardized assessment should be informed that in the event of transfer, they should expect the receiving institution to reevaluate the original exam score transcript. The receiving institution will determine if, and how, such credit will be applied to the degree in accordance with applicable institutional and UW System policy.

F. Transcription of Credit for Prior Learning

1. Internal Assessment and Reviews
   When a UW System institution grants credit for prior learning on an internal assessment conducted by their faculty or instructional staff, the institution will:

   a. Record the credit awarded as a course equivalent, except in instances when the competencies assessed and credit awarded cannot be linked to a specific course equivalency. In such instances, UW System institutions may determine how the credits awarded will be articulated on the transcript.

   b. Utilize a recognizable transcription category that will serve to identify credits awarded for an internal prior learning assessment by portfolio review, department exam, or review of ACE credit recommendations for military and non-military training.

   c. List credit awarded by internal prior learning assessment at the top of the transcript.

   d. Establish methodologies to collect aggregate and student-level data that will aid institutional and System-wide prior learning assessment evaluation efforts.

2. External Standardized Examinations
   When an UW System institution grants credit for prior learning based on an external standardized exam (e.g., AP, CLEP, etc.), the credit should be indicated on the student transcript and the equivalencies clearly articulated. (See RPD 4-11, 4-17, and 7-2.)

VI. Institutional Responsibilities Regarding Transfer Information

A. The Transfer Information System (TIS) is a source for official UW System institutional undergraduate course and program information. Institutions will provide information and data necessary to keep TIS current and accurate.

B. UW institutions should provide timely information to UW System Administration about all new programs and curricular changes. The institution initiating curricular action should consider the effects of program development or modification on potential transfer students.
C. UW institution transfer information should be explicitly stated on the institution’s website and in other appropriate sources. Changes in admission and/or program requirements should be announced and well publicized prior to implementation.

D. Copies of new and updated transfer articulation agreements should be sent to the UW System Office of Academic and Student Affairs.

E. The UW System Office of Academic and Student Affairs will coordinate system-wide transfer policy and procedures. Questions about interpretation of transfer policy and procedures should be referred to that office.

F. UW institutions will work with UW System Administration annually to maintain the Universal Credit Transfer Agreement (UCTA) and transfer equivalency data maintained in TIS.

**VII. Glossary of Terms**

*Terms included in this glossary are defined for purposes of this policy and may not be consistent with definitions used in other settings.*

**30-Credit Transfer Rule**

[Wisconsin Statutes, § 36.31(2m)](http://docs.legis.wisconsin.gov/document/statutes/36.31(2m)) went into effect July 1, 2014, requiring the UW System and Wisconsin Technical College System (WTCS) to “implement an agreement that identifies core general education courses totaling not fewer than 30 credits” that are “transferable and would satisfy general education requirements at the receiving institution or college, between and within each institution, college campus and technical college.”

**Academic Program**

A specifically designed curriculum leading to the attainment of a degree, area of specialization, or certificate.

**Accreditation**

A process of external quality review created and used by higher education to scrutinize colleges, universities and programs for quality assurance and quality improvement.

*Institutional Accreditation* – The review and certification of an institution by a regional or national accrediting body.

*Programmatic Accreditation* – The review of a specific program (e.g., art, music), profession (e.g., engineering, nursing), or freestanding school (e.g., law, medicine) by a professional organization that accredits programs in a particular field.

**Applied Associate Degree**

A degree awarded by WTCS and other technical institutions upon completion of a program that combines general education and occupational/technical courses and requirements, designed to lead directly to employment in a specific field.

**Articulation Agreement**
An agreement that is generally between WTCS and UW institutions allowing for transfer of credit, either as course-by-course and/or as a block of credits. These agreements are usually program to program and designed to grant advanced standing in a specific major.

Attribute

A designation assigned to courses offered at an institution. An attribute may designate a course as meeting a requirement, such as breadth, general education, or ethnic studies, may denote the level at which the course is offered, or may in some other way describe the characteristics of a course.

Baccalaureate institution

A four-year, bachelor degree granting institution.

College/School/Graduation Requirements (see Requirements)

Competency/Proficiency Requirements (see Requirements)

Continuing Student

A student who maintains continuous enrollment at the same institution, while working towards program/degree completion (as distinct from a transfer student.).

Course-by-course

The evaluation of transfer courses one-by-one rather than as part of a block of credits.

Credit by Examination

Credit awarded as the result of learning demonstrated through the successful completion of an external standardized exam (e.g., CLEP, AP, IB, etc.) or internal department exam.

Credit for Prior Learning

Credit awarded for college-level knowledge and skills acquired through extra-institutional settings.

Credits

Semester hour units (distinct from quarter or trimester).

Cultural Diversity Requirements (see Requirements)

Degree Requirements (see Requirements)

Department Exam

Exams developed by an academic department program that awards credit for prior learning through the assessment of learning outcomes associated with a particular course or academic program curriculum.

Ethnic Studies Requirement (see Requirements)

General Education/Breadth Requirements (see Requirements)

Institutional Accreditation (see Accreditation)
Liberal Arts/Collegiate Transfer

A term defining the WTCS programs that offer an associate of arts or associate of science degree and/or prepare the student for transfer to a baccalaureate program (previously referred to as a WTCS College Parallel program).

Major

A field of specialization in undergraduate studies, with specific course requirements that may be fulfilled by transfer coursework.

Non-Baccalaureate Institution

Two year, associate degree or certificate granting institutions.

Non-Resident Student

A student who does not meet the requirements for paying in-state tuition rates as defined by state statute.

Occupational/Technical Coursework

Courses associated with a program offered at a technical college or institution where the program has a specific focus on job related topics.

Official Campus Document

Summaries, transcripts, degree audits, or other documents displaying transfer credit, either as an electronic or hard copy version.

Portfolio

An organized collection of materials developed by a learner that describes, records, and verifies learning achievements as well as personal goals.

Prior Learning Assessment (PLA)

A process to evaluate learner competencies acquired by a student through formal and non-formal learning experiences that occurred outside of the college classroom. Within the setting of an institution of higher education, the assessment evaluates whether the demonstrated learning outcomes are comparable to those required as part of a college-level course or academic program.

Common formats of PLA may fall into the following categories:

1. *External assessment by exam* – An external organization assesses prior learning through the administration of a standardized exam (e.g., AP, IB, Project Lead the Way, CLEP, Excelsior, or DSST).
2. *External assessment and credit recommendations* – The primary example of such external credit recommendations are those completed by the American Council on Education (ACE) that assesses military and corporate training experiences.
3. *External assessment by portfolio assessment* – The assessment of college-level learning that is conducted by an external organization such as the Council on Adult and Experiential Learning’s (CAEL) Learning Counts program.
Internal assessment by exam or portfolio assessment – The assessment of college-level learning that took place external to the institution that is assessed and credit awarded internally by the institution.

Programmatic Accreditation (see Accreditation)

Receiving Institution

The institution to which the student is transferring.

Resident Student

A student who meets requirements for paying in-state tuition rates as defined by state statute.

Requirements

General Education/Breadth

A category of requirements within a degree program that seeks to instill in students a “breadth” or range of knowledge in several disciplines (e.g., humanities, natural sciences, social sciences).

NOTE: The term “general education” can be used in a wide variety of ways and UW institutions do not use the term identically. It may be used very broadly to encompass several kinds of requirements, or narrowly to include only very specific requirements.

College/School/Graduation

A set of requirements that may be university-wide and/or determined by a college/school or program for completion of a degree by students enrolled in that college/school.

Competency/Proficiency

A category of requirements, within a program, that seeks to establish a minimum level of student proficiency in certain disciplines (e.g., English composition, speech, foreign language, math, quantitative reasoning).

Cultural Diversity

Similar in nature to Ethnic Studies requirement, but may also include coursework covering other international or national immigrant groups.

Degree

The combination of requirements necessary to be awarded a degree.

Ethnic Studies

UW System graduation or general education requirement for coursework centered on African-American, Hispanic/Latino, Asian-American, or American Indian populations in the U.S.

University-wide

Requirement(s) that must be completed by all undergraduate degree students enrolled at the institution.

Reverse Transfer
The post-transfer recognition of college credits, earned at the receiving baccalaureate institution, for which the sending associate degree granting institution accepts in transfer and grants credit toward conferral of an associate degree, after a student transfers from an associate degree granting institution to the baccalaureate granting institution.

**Sending Institution**

The institution from which the student is transferring.

**Transfer Credit**

Credit earned at one institution accepted in transfer at another institution.

**Transfer Student**

A designation given to a degree-seeking student who transfers credit from another institution of higher education, other than credits earned solely during summer session or while enrolled in high school.

**University-wide Requirements (see Requirements)**

**Universal Undergraduate Credit Transfer Agreement (UCTA)**

The annually reviewed and renewed agreement between UW System and Wisconsin Technical Colleges System (WTCS) that describes the history, process and course sets to meet the requirements of the 30-Credit Transfer Rule (Wisconsin Statutes, § 36.31(2m))(http://docs.legis.wisconsin.gov/document/statutes/36.31(2m)).

**UW Institution Associate Degree**

An associate of arts and science degree awarded by UW institutions which meets the minimum requirements approved by the UW Board of Regents.

**Appendix A: Principles and Guidelines for Quality Prior Learning Assessment**

This document is a revision of the UW System Undergraduate Transfer Policy, replacing the document last revised on June 9, 2011, and all other prior versions. These provisions establish procedures and guidelines for UW institutions to facilitate the overall transfer process for all students.

**Other Relevant Policy Documents:**

- Board of Regents Policy Document 4-11: Advanced Placement
- Board of Regents Policy Document 4-16: Criteria for Approval of Wisconsin Technical College System Collegiate Transfer Programs
- Board of Regents Policy Document 4-17: Advanced Standing Credit Project Lead the Way
- Board of Regents Policy Document 7-1: UW System Undergraduate Transfer Policy
- Board of Regents Policy Document 7-2: Recognition of International Baccalaureate Program
- Academic Information Series (ACIS) 6.2: Guidelines for Articulation Agreements Between UW System Institutions
and WTCS Districts

Wisconsin Statutes § 36.11(3b), 3c, 3cm

Wisconsin Statutes § 36.31(2m)

Universal Credit Transfer Agreement

Higher Learning Commission FDCR.A.10.040

Historical Documents:

UW System Planning the Future (12-1986)
Undergraduate Transfer Policy Memorandum (12-1982)
ACIS 6.1 (4-2001)
UWS Transfer Working Group Final Report (6-1995)
UWS General Education Transfer Working Group Final Report (9-1997)
Statement of Principles on Student Transfer from WTCS to UWS (4-7-2000)
Board of Regents Resolution # 8107 (4-7-2000)
Board of Regents Resolution # 8759 (11-7-2003)
Board of Regents Resolution # 8775 (12-5-2003)
Board of Regent Resolution #9927 (6-2011)
Board of Regents Resolution #10383 (6-2014)

Last Revised: June 01, 2015

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1. Policy Purpose

This policy sets forth the expectations of the UW System related to the offering of college credit courses in Wisconsin high schools by university-authorized high school faculty.

2. Responsible UW System Officer

Vice President for Academic and Student Affairs
Vice President for Finance

3. Scope

This policy establishes academic and financial parameters for the UW System institution and participating high schools when offering college credit courses taught by high school faculty that have been authorized to do so by a UW System institution.

4. Background

High school to college transition programs demonstrate the UW System’s commitment to maintaining access and affordability in higher education and advancing the Wisconsin Idea through collaborative efforts with Wisconsin high schools. UW System courses offered for credit at Wisconsin high schools provide an opportunity for academically-qualified high school students to engage in a special college-level learning experience. High school and college faculty forge strong working relationships as they cooperate to develop curricula and assessment instruments, infuse technology into instruction, and create a better understanding of the respective disciplines and pedagogy; such working relationships benefit both faculties, their institutions, and their students. These programs provide an opportunity for students to pursue rigorous advanced subjects sometimes available only at the college level and assist school districts in supporting gifted and talented education programs. Students may benefit from accelerating completion of a college degree, reducing the cost of their college education, and entering the work force sooner.
This policy addresses college credit courses offered in Wisconsin high schools by university-approved high school faculty. It is important to establish standard policies and guidelines for such courses to help ensure that college credit is being awarded on the same basis across participating institutions.

5. Definitions

No definitions listed

6. Policy Statement

A. Quality Assurance

I. COURSES

Courses must meet the standards for instruction, content, student work expectations and evaluation that exist for the same course work offered within the UW System institution’s on-campus degree programs. University departments are primarily responsible for assuring equivalent quality for these courses. Implementation of course standards should include at least the following:

a. Course Syllabus. The appropriate academic department, or its designee, will approve the syllabus for each course prepared by the adjunct instructor each semester.

b. Examinations. The appropriate academic department, or its designee, will review in-term examinations and grading criteria each semester. Final examinations, or an equivalent assessment instrument, shall be developed in close consultation with the appropriate academic department, or its designee, and a copy of each final examination shall be placed on file in the department.

II. FACULTY AND PROFESSIONAL DEVELOPMENT

High school faculty who teach UW courses at participating high schools must have at least a master’s degree in the discipline in which the course is offered and shall have the specific approval of the appropriate university academic department. The UW System institution’s academic department responsible for the course may make an exception if the high school faculty member’s master’s degree is in another related discipline. High school faculty selected shall meet all institutional and appropriate university departmental standards to qualify as an adjunct instructor.

UW System institutions should encourage regular professional interaction between university faculty and high school faculty involved in offering college courses in the high school. Such interactions may include:

a. (1) regular, on-site visits by university faculty to review student work and ensure comparability of course work and grading standards;

b. professional development seminars for university and high school faculty in the content area;

c. training and preparation of high school faculty prior to the initial offering of a college-level course; and
d. encouraging high school faculty to enhance their academic preparation by, for example, taking additional graduate course work and joining professional organizations.

III. STUDENTS

Enrollment in college courses offered in high school should be limited to students seeking college credit. Student eligibility criteria for participation in college credit courses will be determined by the UW System institution in collaboration with the participating high school. Examples of such eligibility criteria include passing a proficiency exam within the content area, having earned a particular grade point average, successfully completing prerequisite courses, demonstrating exceptional talent in the content area, or submitting validation from a high school faculty member that the student is qualified to take college course work in a content area.

Students who have completed UW courses taught in their high school will be considered for admission to UW System institutions on the basis of the same criteria as other high school students.

IV. EVALUATION

UW System institutions offering college courses in high schools are expected to evaluate the effectiveness of those courses. Such evaluation may include gathering various types of data, including whether the credits earned by students participating in the program are accepted by other colleges and universities, and whether students who successfully complete those courses are successful in the next level of college course work in that content area. In addition, those institutions that offer an extensive array of college courses in high schools should conduct periodic program reviews, including evaluation by external reviewers.

B. Student Records

All student enrollments should be reported in the UW System Central Data Request (CDR) and reported in such a way that they may be uniquely identified (for more detail refer to CDR reporting guidelines in the CDR Manual, vol. 1, pg. 1410 [https://www.wisconsin.edu/education-reports-statistics/data-management/central-data-request/cdr-manual/]).

C. Tuition

UW System institutions will assess the full per credit, resident, undergraduate tuition rate for college credits in high schools less a reimbursement to the school districts for costs incurred by the districts in providing instruction for these courses. After this reimbursement, at UW System four-year institutions students will pay no less than 50% of the full per credit resident undergraduate tuition rate of the lowest UW System institution and no more than 50% of the full per credit resident undergraduate tuition rate of the UW System four-year institution offering the course. For UW Colleges, students will pay no less than 50% of its full per credit resident undergraduate tuition rate and no more than 50% of the lowest full per credit resident undergraduate tuition rate of UW System comprehensive institutions. This policy does not pertain to dual enrollment programs taught by UW faculty or staff members in high schools.

D. Transfer of Credit
Credit received for UW courses taught in the high school will be subject to the UW System Undergraduate Transfer Policy.

E. Coordination with the Local School District

System provisions must be made. Each UW System institution with a College Credit in High Schools program should develop specific procedures and programs in conjunction with local high school districts and in compliance with the policies, procedures and contractual arrangements of the districts.

The UW System institution will work with participating high schools to provide in-service training of teachers before the program begins, and for instructional materials and laboratory resources.

7. Related Documents

Section 118.52, Wis. Stats., Course Options (https://docs.legis.wisconsin.gov/statutes/statutes/118/52)

8. Policy History

Revision 4: 09/16/2016
Revision 3: 06/13/1998
Revision 2: 09/01/1988
First approved: 01/01/1986

9. Scheduled Review

May 2021

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